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Series: Bromley, D. Allan, Files
Subseries: Global Climate Change Files - Conferences/Meetings

OA/ID Number: 62057
Folder ID Number: 62057-006

Folder Title:
Global Change: White House Conference Briefing Book [1 of 2] [1990]

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MEMORANDUM FOR: D. Allan Bromley
Michael Boskin
Michael Deland

SUBJECT: Update - 1990 White House Conference on Science and Economics Research Relating to
Global Change

I believe there have been serious miscommunications concerning the status of the conference. The update memos Dr. Corell and I have been circulating to the DPC working group and our verbal updates are designed to highlight conference planning progress. It appears that not everyone is on board with what the DPC has seen and approved. The purpose of this briefing book is to summarize the conference planning to date.

Franmarie Keel
Conference Coordinator

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CONFERENCE LOGISTICS AND ADMINISTRATION

- Draft budget prepared, presented to DPC, and approved TAB 1
- Funding Request letters to agencies TAB 2
- Hotel search conducted, final three reviewed, J.W. Marriott selected TAB 3
- Conference headquarters established in DOE leased facility/support structure developed TAB 4
- Logistical considerations identified/work plan developed TAB 5
- Meetings with White House budget office/CEQ concerning roles, responsibilities and desired contract mechanisms. CEQ and DoD (Corps of Engineers) will support contractually TAB 6
- Interview of four conference management services. Susan Davis Companies selected. Contract proposal in process. Sole source small business minority applicable TAB 7
- Tasking letter to Secretary Baker and Secretary Cheney TAB 8

DRAFT

<u>AGENCY/TASK</u>	<u>AMOUNT</u>	<u>OBLIGATION</u> <u>NOTES</u>
<u>DOD (Corps):</u>		
CONFERENCE PREPARATION:		
Letterhead and Envelope Art/Printing	1,900	
Conference Invitation and Brochure etc.	15,000	
Initial Mailing	20,000	
Interim Mailings & public/media outreach	35,000	
Interim Mailings	9,000	
Information Support (data base mgmt., etc.)	23,000	
FAC/Process Support	<u>100,000</u>	
SUBTOTAL:	\$ 204,400	
CONFERENCE OPERATIONS:		
Conference Protocol	21,000	
Conference Management/Logistics	24,000	
Duplication, including particip.	60,000	
Transportation Support	10,000	
Photographer	<u>5,000</u>	
SUBTOTAL:	\$ 120,000	
MISC. SUPPORT COSTS:		
Deliveries Couriers	5,000	
Mailings	3,000	
Office Supplies	10,000	
Publications and Maps	8,000	
Desk Top Publishing	15,000	
Telephone/Fax	30,000	
Travel conference org.	21,000	
Security	<u>3,000</u>	
SUBTOTAL:	\$ 95,000	
POST-CONFERENCE COSTS:		
Conference Rept. Art & Printing	30,000	
WH Briefing Materials/Embassy	32,000	
Follow-up Mailings	50,000	
Labor for Post-Conference Activities	<u>20,000</u>	
SUBTOTAL:	\$ 132,000	
DOD/Corps TOTAL:	\$ 551,400	

<u>AGENCY/TASK</u>	<u>AMOUNT</u>	<u>OBLIGATION NOTICES</u>
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STATE:

Dinner at State Department	26,000	(CEQ or Corps)
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STATE TOTAL:	\$ 26,000	
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CEQ

HOTEL COSTS:

2 continental breakfasts (\$10 ea. x 250)	5,000	
B2 lunches (\$30 ea. x 250)	15,000	
4 coffee breaks (\$4 ea. x 250)	4,000	
200 hotel rooms \$140 each	67,000	
Meeting rooms/staff	10,000	
Audiovisual, screens, taping, etc.	25,000	
Misc. Consultants	<u>40,000</u>	

SUBTOTAL:	\$166,000	
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POST-CONFERENCE COSTS:

Conference Report Transcription, Translating, Writing, Editing	80,000	
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CEQ TOTAL:	\$246,000	
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DOE:

Office Space	18,000	In-house (Keel's
Equipment	6,000	office)
Executive Assistants (3)	<u>30,000</u>	

DOE TOTAL (in-house):	\$54,000	
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NSF

Conference Coordinator	\$19,135	Keel
Conference Director	<u>12,177</u>	Corell

NSF TOTAL (in-house):	\$31,312	
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GRAND TOTAL:	\$827,400	
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THE WHITE HOUSE

WASHINGTON

February 20, 1990

Dear Administrator Reilly:

On December 4, 1989, in Malta during his meeting with President Gorbachev and again on February 5, 1990, at the Plenary Session of the Intergovernmental Panel on Climate Change, President Bush announced his intention to host a White House Conference on Science and Economics Research Related to Global Change. This will be an important and visible symbol of the President's commitment to extending U.S. leadership in advancing understanding of this important phenomena and the implications of possible policy responses. It will be the first major White House Conference, and thus will be closely watched for this reason as well.

As you may know, the President has requested that we co-chair this important meeting. In this capacity, we are delighted to invite your participation in the Conference. Please reserve the dates of April 17 and 18 on your calendar.

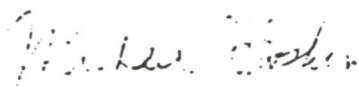
It is traditional that to fund an effort such as this each participating agency contributes to defraying the cost. On behalf of the President, we are, therefore, requesting that you make provisions for transferring \$100,000 to the Council on Environmental Quality Management Fund so that we can proceed with preparations to make this Conference a success. The budget for this Conference will be about \$800,000. We will be pleased to make a copy of this budget available to you.

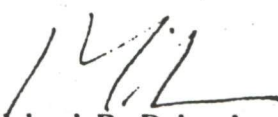
We would further request that your comptroller who is responsible for performing this transaction notify Norman Hartness at the Office of Management and Budget (395-6840) no later than Tuesday, February 20, to enable us to begin the contracting procedures necessary for this Conference.

Thank you for your kind consideration of this request. The President is most appreciative of your assistance in helping to make this important undertaking a success.

Sincerely,


D. Allan Bromley
Assistant to the President
for Science and Technology


Michael J. Boskin
Chairman
Council of Economic Advisers


Michael R. Deland
Chairman
Council on Environmental Quality

The Honorable William K. Reilly
Administer
Environmental Protection Agency
401 M Street, S.W.
Washington, D.C. 20460

An identical letter to be sent to each of the following addressees:

The Honorable Robert Mosbacher
Secretary of Commerce
14th and Constitution Ave., N.W.
Washington, D.C. 20230

The Honorable Erich Bloch
Director
National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550

The Honorable Louis W. Sullivan
Secretary of Health and Human Services
200 Independence Ave., S.W.
Washington, D.C. 20201

The Honorable Manuel Luhan, Jr.
Secretary of the Interior
18th and C Streets, N.W.
Washington, D.C. 20240

The Honorable William K. Reilly
Administrator
Environmental Protection Agency
401 M Street, S.W.
Washington, D.C. 20460

The Honorable Richard H. Truly
Administrator
National Aeronautics and Space Administration
400 Maryland Ave., S.W.
Washington, D.C. 20546

The Honorable Samuel K. Skinner
Secretary of Transportation
400 Seventh Street, S.W.
Washington, D.C. 20590

The Honorable Nicholas F. Brady
Secretary of the Treasury
15th and Pennsylvania Ave., N.W.
Washington, D.C. 20220

Ambassador Mark Edelman
Acting Administrator
International Development Cooperation Agency
Agency for International Development
320 21st Street, N.W.
Washington, D.C. 20523

Energy DPT

WHITE HOUSE OFFICE OF SCIENCE TECHNOLOGY
HOTEL SUMMARIES

HOTEL NAME: J.W. Marriott
DATES AVAILABLE: April 16-19, 1990
ROOM RATE: Tax - 11%; \$1.50 occupancy tax
SINGLE: \$ 140.00
DOUBLE: \$ 140.00
CHECK IN TIME: 4:00PM
CANCELLATION CLAUSE: 30 days prior - 75% of 1st night's block
60 days prior - 50% of 1st night's block

CUT OFF DATE: 3/26/90
ROOM RENTAL: Sliding scale for 2 peak nights:
250-200 Rooms Fee waived
200-160 Rooms \$1,500
160-120 \$2,500
Below 120 \$3,000

CONCESSIONS: (2) staff rooms discounted at \$115.00. (1) complimentary room per 40 rooms cummulatively picked up; (1) hospitality suite (4/16-18); (6) VIP upgrades; (1) comp house phone @ registration desk; special group rates will be in effect three days prior and after scheduled departure date.

PARKING PER DAY: \$13.00 per day

FOOD AND BEVERAGE: 18% gratuity, 9% tax
Coffee Service- \$38.00 per gallon; danish \$36.00 per dozen
Luncheon - ranges: Chicken @ \$26.50; Snapper \$32.50; Filet Mignon \$39.00

HOTEL FLEXIBILITY/ COOPERATION: Good, has given us considerable concessions, only issues would be sliding scale for room rental is high. Food & Beverage is also high; please note the facility service charge section - if we reduce any food and beverage function by more than 20% of the indicated attendance figures or cancellation of any event, then there will be a charge equal to the number of expected attendees per function multiplied by the average cost of that function.

WHITE HOUSE OFFICE OF SCIENCE TECHNOLOGY
HOTEL SUMMARIES

HOTEL NAME: Hyatt Regency on Capitol Hill

DATES AVAILABLE: April 16-19, 1990

ROOM RATE: Tax - 11%; \$1.50 occupancy tax

SINGLE: \$ 133.00

DOUBLE: \$ 133.00

CHECK IN TIME: 3:00 PM

CANCELLATION CLAUSE: None provided but has standard amount due if cancelled.

CUT OFF DATE: 30 days out

ROOM RENTAL: No charge

CONCESSIONS: (1) comp per 50 cumulative; (2) staff rooms at \$25.00 off guest rate

PARKING PER DAY: \$12.00

FOOD AND BEVERAGE: 17% gratuity, 9% tax

Coffee Service Coffee \$30.00 per gallon; dansih \$20.00 per dozen

Luncheon - ranges: Chicken \$20.00; Snapper/or Scallops \$23-\$26.00; Filet Mignon \$27.00

HOTEL FLEXIBILITY/ COOPERATION: Excellent sales staff - has made the comment that they want this event! - is willing to negotiate more. Tight on space but will meet all of our requirements. They are willing to assure best room selections and VIP service.

WHITE HOUSE OFFICE OF SCIENCE TECHNOLOGY
HOTEL SUMMARIES

HOTEL NAME: Loews L'Enfant Plaza

DATES AVAILABLE: April 16-19, 1990

ROOM RATE: Tax - 11%; \$1.50 occupancy tax

SINGLE: \$ 120.00

DOUBLE: \$ 120.00

CHECK IN TIME: 3:00PM

CANCELLATION CLAUSE: 30-60 days prior, penalty of 50% of your peak night guest room revenue. Less than 30 days prior, 75% due plus 25% of food and beverage charges.

CUT OFF DATE: 3/26/90

ROOM RENTAL: 80%-89% \$200.00 daily assessment

70%-79% \$400.00 daily assessment

69%-less \$600.00 daily assessment

CONCESSIONS: Three guest rooms at \$25.00 off rate; (1) comp room per 50 cumulative; (1) comp hospitality suite based on realizing 85% of block.

PARKING PER DAY: \$7.50 for guests

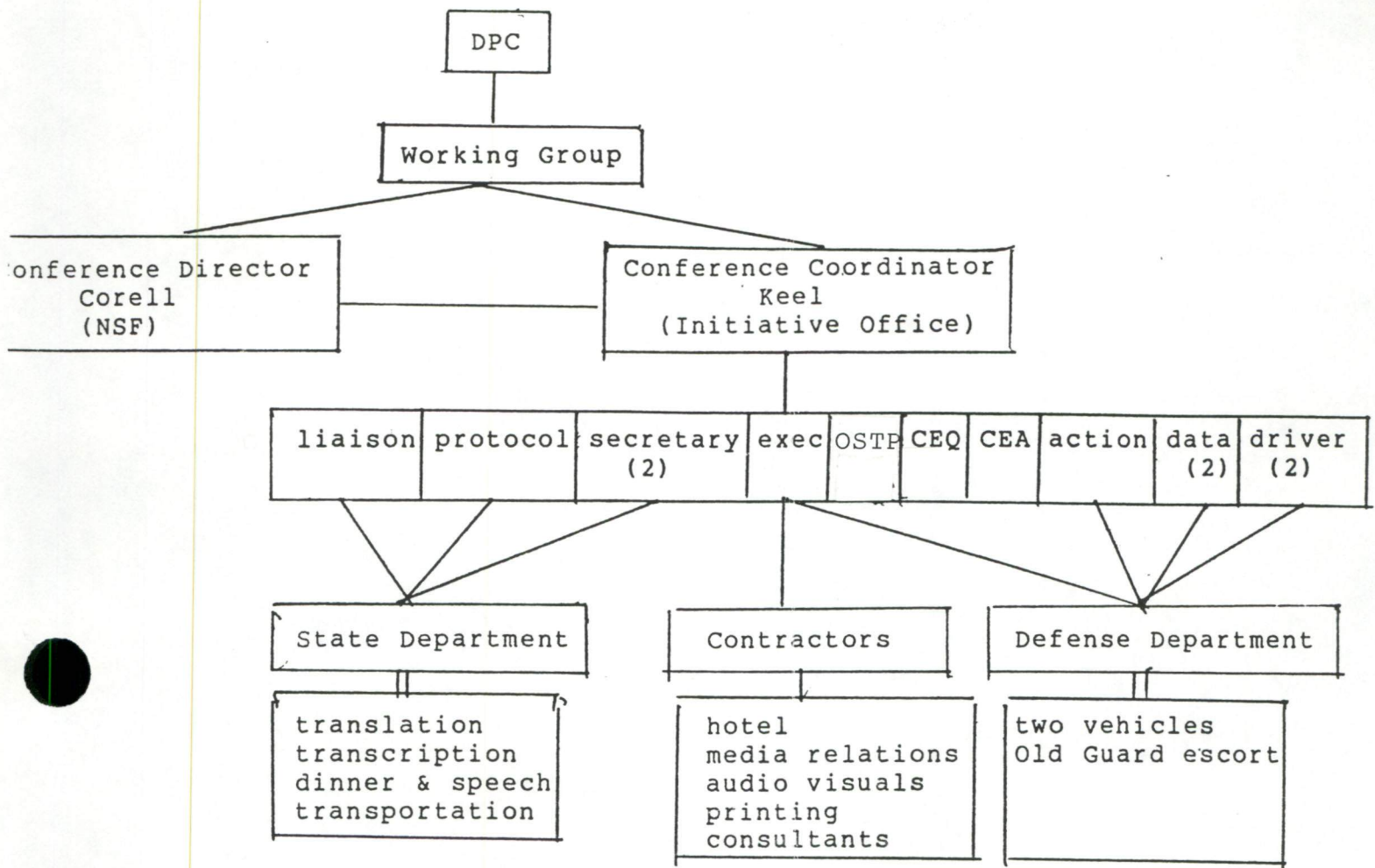
FOOD AND BEVERAGE: 16% gratuity, 9% tax

Coffee Service Coffee \$28.00 per gallon; dansih \$20.00 per dozen; sodas \$1.75 each

Luncheon - ranges : Chicken \$20.00; Salmon \$26.00;
Sliced NY Strip Steak \$24.00

HOTEL FLEXIBILITY/ COOPERATION: 3rd choice - has newly renovated space. Need to increase block to 250, and redefine space they are presently holding - willing to negotiate on guest room rates.

Management Structure-Initiative Office



White House Conference Logistics

HOTEL

Contract agreed

- Rooms

- Meeting rooms

- Special events

- Gifts

- Meal functions

- A/V

- Dedicated hotel staff support

- Security

Meal functions

- menus

- timing

- numbers

- special requests

- seating

- program ?

- hotel contact person

Security

- hotel

- state/other?

A/V

- requirements

- through hotel/other?

- contracts

- on-site engineers

- delivery date/times

Meeting rooms

- number

- set-up

- time available for set-up, break-outs

- special needs

- materials in place

- A/V

VIP suite

location (2nd level?, upstairs?)

cost

times

provisions

staffing

Gifts

hotel

other

delivery date

Registration

location

staffing

materials

storage

security

PROJECT OVERVIEW
(Summary)

The project on Science and Economics Research Relating to Global Change will last from February 5 (the date of President Bush's speech before the IPPC) to June 4, 1990 and is organized in three phases as follows:

PHASE ONE:

- : Pre-conference
- : Feb. 5-Apr. 15, 1990
- : Three Steps
 - : A = Initiation (Feb. 5-Mar. 15)
 - : B = Assessment (Mar. 16)
 - : C = Adjustments (Mar. 16-Apr. 15)
- : Decision Points
 - : Feb. 13 = Working Group Briefing at DPC
 - : Feb. 19 = Invitations to Ministers
 - : Feb. 26 = Invitations to Additional Attendees
 - : Mar. 16 = Mid-Course Assessment

PHASE TWO:

- : Conference
- : Apr. 16-19, 1990
- : Four Steps
 - : A = Welcome Hospitality and Conference Eve Activities (Apr. 16)
 - : B = Day One of Conference (Apr. 17)
 - : C = Day Two of Conference (Apr. 18)
 - : D = Farewell Hospitality (Apr. 19)

PHASE THREE:

- : Immediate Post-Conference
- : Apr. 20-June 4, 1990
- : Four Steps
 - : A = Post-Conference Briefings at White House
 - : B = Preparation of Summary Report ("Action Points")
 - : C = Initiate Media and Public Outreach Program
 - : D = Preparation of Full Conference Report

PHASE ONE: PRE-CONFERENCE
(DETAIL AND OBJECTIVES)

Management Plan:

Phase One has four main decision points and a set of objectives associated with each of them. The management plan is built around four activity streams, each associated with a facilitator activity or central management priorities. As the project advances each of the activity streams will generate decision points for management action.

The activity streams are:

- : Management and Planning
- : Logistics (participants)
- : Substance (conference)
- : Media and Public Outreach

Activity in Phase One is divided into three steps:

- : Feb. 5-Mar. 15 (Initiation)
- : Mar. 16 (Review)
- : Mar. 17-April 15 (Adjustment)

STEP ONE - INITIATION: (Feb. 5-Mar. 15) is the initiation period and has several key decision points that are detailed in the attached weekly work plans.

The objectives in the first step are:

- : identify support requirements from federal agencies and contractors
- : develop draft budget
- : establish management plan
- : develop draft conference agenda
- : draft letters to federal agencies requesting assistance
- : prepare briefing for DPC
- : send letters to federal agencies for support
- : identify support personnel
- : initiate contractor work plans
- : establish initiative office
- : develop invitation package for conference
- : send out invitations to attendees
- : develop conference support package for attendees
- : finalize conference agenda (topics and speakers)
- : monitor invitation responses
- : develop public outreach and media program

STEP TWO - ASSESSMENT: (Mar. 16)

From the outset a media plan will be established that contains a damage control element. The purpose of the mid-term assessment is to assess the project at the point where it is still possible to make substantial changes, either to the agenda or concerning conference speakers and attendees. Similarly, significant interim political, economic, scientific, or environmental developments may need to be accommodated.

This review will include:

- : assessing the number and quality of responses from the ministerial invitations
- : assessing the media outreach activities in the light of confirmed participants
- : assessing significant interim political, economic, scientific, or environmental developments that may need to be accommodated

STEP THREE - ADJUSTMENT: (Mar. 17-Apr. 15)

In the final month of the initiation phase adjustments can be made in the light of developments since the initial agenda and invitation list were prepared. Reasons for adjustments might include:

- : adjustments in the light of confirmed or unconfirmed participation
- : final decisions on "observers" at the conference (number, nature, purpose)
- : the need for changes in the logistics, substance, and media-public outreach streams, including enlargement or contraction of the project.

WEEKLY WORK PLAN

WEEK ONE (Feb. 5-11):

During the first week the following actions will have been taken:

Planning and Management Stream:

: **Feb. 5-9** = establish guidelines for the conference; determine participating countries; identify needs for support from federal agencies and contractors; establish guidelines for an initiative office.

: **Feb. 10** = planning and preparation of drafts of budget, management plan, letters to key federal cooperating agencies, and plan for briefing to DPC planning group.

: **Feb. 11** = refine draft documents, including inputs on logistics and public relations

WEEKLY WORK PLAN

WEEK TWO (Feb. 12-18):

: **Feb. 12** = move into temporary initiative office; review drafts of budget, management plan, and key agency letters; refine DPC working group briefing; set objectives and decision priorities for the DPC briefing.

: Establish a briefing package (separate attachment).

: **Feb. 13** = briefing to DPC, followed by a meeting to assign tasks. Begin work on the action plan and send letters of request for support to appropriate federal agencies.

: **Feb. 14-16**

Planning and Management Stream:

: identify executive officer and task him to identify operations officer and other support within the Defense and State Depts.

: identify space for initiative office and make appropriate requests
: finalize contracts with contractors
: move toward finalizing the agenda in readiness for the invitation process
: decide on Congressional participation
: set guidelines for the invitation package
: decide on database guidelines and begin entering data

Logistics Stream:

: develop plan and budget
: begin work on invitation package.

Substance Stream:

: develop initial draft conference agenda
: develop draft plan for actual conduct of the conference, including the use of professional facilitators

Media and Public Outreach:

: develop plan and budget
: begin work on invitation package

WEEKLY WORK PLAN

WEEK THREE (Feb. 19-25):

Planning and Management Stream:

- : pull initiative team together in initiative office; orient and train as necessary
- : consider briefings for federal agencies as necessary to initiative liaison process
- : build database of invitees and contacts
- : get ministerial invitation package together (including invitation, agenda, and public relations elements) for final review
- : mail invitations 19th or 20th at latest
- : continue work on non-ministerial invitations (including participants and observers); list should be large enough and of sufficient quality to be used in the substitution process if necessary (i.e., to guarantee sufficient attendance.)

Logistics Stream:

- : review logistics plan and set priorities; orientation tour of conference facilities for initiative office staff.

Substance Stream:

- : begin process of refining the conference agenda, contacting speakers and prepare substantive conference materials
- : refine and obtain approval for the follow-on activities through February 4, 1991

Media and Public Outreach:

- : review outreach plan and set priorities for both damage control and buildup activities.

WEEKLY WORK PLAN

WEEKS FOUR THROUGH WEEK SIX (Feb. 26-Mar. 15)

Weeks four through six represent the closing days of the **initiation** step of the project, leading to **mid-term assessment**. Key decision points are harder to define by date although key decisions are evident by a consideration of activity streams:

Planning and Management Stream:

- : set up regular weekly meetings for all streams
- : remaining invitations sent out the week beginning Feb. 26
- : subcontracting should be underway for key services such as transcription (if not picked up by the State Department)
- : work on host nation activities organisation (eg. liaison with Congress over Congressional breakfast or other activity on the Hill).

Logistics Stream:

- : report and tasking priorities; develop logistic materials for the conference
- : begin copying papers for distribution at the conference
- : monitor replies to invitations and enter data in database

Substance Stream:

- : continue refinement of agenda, speaker contact, preparation of conference materials and liaison with visitor activities organizations

Media and Public Outreach Stream:

- : report and tasking priorities
- : continue buildup program for the conference including placement of material in the media
- : briefings as necessary

List of Contributing Agencies
Draft Status 2-27-90

AGENCY	CONTACT	AMOUNT	RECEIVING AGENCY	STATUS
NSF	Julian Shediowsky 357-9752	50K	CORPS	En route
AID	Shirley Carter/663-3032 Sandra Gilmer/875-5810	100K	CORPS	En route
DOT		100K	CORPS	No action
DOC/NOAA		100K	CORPS	No action
DOI		100K	CORPS	No action
Depart. of Treasury		100K	CORPS	No action
HHS		100K	CORPS	No action
SUBTOTAL, CORPS		650K		
DOE		50K	CEQ	No action
EPA		100K	CEQ	No action
NASA	Veronica Smith 453-2285	100K	CEQ	Electronic transfer, complete
SUBTOTAL, CEQ		250K		
TOTAL		900K		

Helinda
Casey

ADVANCE/LOGISTICS

White House Briefings: Invitations
 RSVPs
 Logistics
 Follow-up

1. Coordinate conference invite lists/RSVPs
2. Liaison with participants
 Re: arrangements/special requests
3. Liaison with Embassies/State/DOD/White House
4. Finalize participant lists
5. Responsible for accommodations, on-ground transportation and
 hospitality for participants
6. Set up and staff hospitality suite
7. Staff conference VIP room
8. Responsible for logistics for all meal functions, including
 State Department dinner
9. Responsible for logistics and staff support for post-
 conference White House briefings
10. Responsible for conference media relations

CONTRACTORS

Three firms were interviewed and the following bids were offered:

Walcoff Associates	\$350,000
Barbara Hayward Associates	\$250,000
Susan Davis Company	\$300,000

To date, no contracts have been awarded.

THE WHITE HOUSE

WASHINGTON

February 16, 1990

Dear Secretary Baker:

As I am sure you know, President Bush, in Malta on December 4, 1989, and on February 5, 1990 at the United Nations Intergovernmental Panel on Climate Change, announced that he will host a White House Conference of Science and Economic Research Related to Global Change.

The Conference is scheduled for April 17-18, 1990, in Washington, D.C. It will convene ministerial level officials from seventeen nations, including the U.S., and bring together the essential disciplines of science, economics, and the environment.

The President has appointed me, Michael Boskin (Chairman of the Council on Economic Advisers), and Michael Deland (Chairman of the Council on Environmental Quality) as co-chairmen of this Conference. The task he has given us is to structure a multinational conference that will be "an important further step in a joint international approach to the problems and opportunities with which our global environment confronts us."

I have asked Dr. Robert Corell to act as Conference Director and Dr. Franmarie Keel to act as Conference Coordinator. They have identified key requirements and I would ask your help in meeting these specific needs.

Accurate communication is crucial for the success of this meeting and this means excellent translation support. I would ask that the State Department provide translation and transcription capability during the pre-conference, conference, and immediate post-conference phases.

I would also be most appreciative if you would agree to be the opening speaker on the morning of April 17th.

In addition, I would request that the International Organization Affairs Bureau of the State Department provide a liaison officer, two secretaries/word processors, a protocol officer, and transportation resources to support the Conference planning and execution process.

The effective dates of this project requirement will be from 19 February to 30 April, 1990. Dr. Keel will provide additional details concerning these items and she can be reached through my office.

To accomplish what needs to be done in the timeframe available will require a significant cooperative effort. I know that we can count on your support to make the President's initiative one that will have a lasting positive impact across the globe and keep our nation at the forefront of these vital issues.

Thank you for your consideration.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "D. Allan Bromley". The signature is fluid and cursive, with a large, stylized "B" and "L".

D. Allan Bromley
Assistant to the President
for
Science and Technology

The Honorable James A. Baker, III
Secretary of State
Department of State
Washington, D.C. 20520

THE WHITE HOUSE

WASHINGTON

February 16, 1990

Dear Secretary Cheney:

As I am sure you know, President Bush, in Malta on December 4, 1989, and on February 5, 1990 at the United Nations Intergovernmental Panel on Climate Change, announced that he will host a White House Conference on Science and Economic Research Related to Global Change.

The Conference is scheduled for April 17-18, 1990, in Washington, D.C. It will convene ministerial level officials from seventeen nations, including the U.S., and bring together the essential disciplines of science, economics, and the environment.

The President has appointed me, Michael Boskin (Chairman of the Council of Economic Advisers), and Michael Deland (Chairman of the Council on Environmental Quality) as co-chairmen of this Conference. The task he has given us is to structure an international conference that will be "an important further step in a joint international approach to the problems and opportunities with which our global environment confronts us."

I have asked Dr. Robert Corell to act as Conference Director and Dr. Franmarie Keel to act as Conference Coordinator. They have identified key requirements and I would appreciate your assistance in meeting these specific needs.

Most critical is the need for an executive officer to pull this effort together. I am aware of your Defense and Environment Initiative, and the work Tom Harvey has done in organizing the effort. This and his experience on the Hill and in the White House are the skills we need to make the President's initiative a success. I believe there is a direct linkage between what the President wants to do and what your initiative is all about. If it is at all possible, I would ask that LTC Harvey be made available to help with this Conference.

In addition, I would request that DOD provide a company action officer, data management capability (operators and equipment), two vehicles and operators (one van and one sedan), and use of the Old Guard for escort duties during the Conference. Dr. Keel will provide additional details concerning these items. The effective dates of this project requirement will be 19 February to 30 April, 1990.

To accomplish what needs to be done in the timeframe available will require a significant cooperative effort. I know that we can count on your support to make the President's initiative one that will have a positive impact across the globe and keep our Nation at the forefront of these vital issues.

Thank you for your consideration.

Yours sincerely,

A handwritten signature in dark ink, reading "D. Allan Bromley". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

D. Allan Bromley
Assistant to the President
for
Science and Technology

The Honorable Richard B. Cheney
Secretary of Defense
The Pentagon
Washington, D.C. 20301

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2/11/90	2/24/90 (pm)
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2/24/90	
- Bromley Memo, 7 Feb 90	TAB 9

THE WHITE HOUSE

WASHINGTON

February 23, 1990

Dear Mr. Chairman:

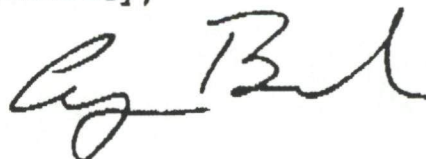
On April 17 and 18, 1990, the United States will host a White House Conference on Science and Economics Research Related to Global Change. I take pleasure in inviting you to send an official delegation to this conference.

The meeting will be devoted to advancing the understanding of scientific and economic issues related to global change. Its primary goal is to improve both the state of knowledge in these fields and the analytic tools required to develop potential policy responses. It is my hope that the expertise, experience, and data available in our respective countries can be brought together in a more integrated and coherent fashion. By working together, our nations can enhance international cooperation in these vital areas and contribute to the success of the ongoing IPCC process.

For the conference to be of greatest benefit to all of us, it would be highly desirable if your senior scientific, environmental, and economic officials could attend. The Director of the Office of Science and Technology Policy, the Chairman of the Council of Economic Advisers, and the Chairman of the Council on Environmental Quality will serve as co-chairmen for this meeting.

I look forward to participating personally in and learning from this conference. I hope it will serve as a useful and important step in our joint efforts to address changes in the global environment.

Sincerely,



His Excellency
Mikhail Gorbachev
Chairman of the Supreme Soviet
of the Union of Soviet
Socialist Republics
Moscow

MEMO

Subject: Status of White House Conference Preparations

Since there's some uncertainty about what additional support -- if any -- OSI will continue to provide to the White House Conference on Global Change, here's a brief summary of what's been done, and what next steps would be:

INTERAGENCY COMMUNICATIONS: Bob Corell chaired a meeting of senior people from all the U.S. agencies with a stake in the issue. Separate committees were established to develop points for the President's speech, review the agenda, oversee the document preparation process, develop the list of observers, and begin the process of developing recommendations for the U.S. delegation. The list of these committees, and the designated chair of each committee is shown in Appendix I. It does not appear to be necessary to physically reassemble these committees. Review comments may be obtained via FAX, unless the committee chair chooses to convene the group. This committee structure is now in place and can be activated as needed.

DEFINITION OF "GLOBAL CHANGE": It's important to clearly communicate to the participating countries that this conference is about more than global warming. At the same time, the term "global change" is so broad that some limits need to be placed on it. Franmarie Keel has circulated a short list of global change issues (See Appendix II) for review by the Agenda and Document Preparation committees to get wording changes, deletions, corrections. These comments were to be received 1 March 1990, and are not reflected in the memo in the appendix. To our knowledge, the White House has not yet reviewed the list. The next step is to review the comments received from the committees, revise the list based on these comments, and get White House review.

AGENDA: The agenda has already gone through several rounds. Appendix III shows the most current agenda. Also included is a short summary of the major premises of the

current workshop format, and a one-page graphic summary of the agenda.

Bob Corell has circulated this agenda for comments by the Agenda Committee. These comments were to be received by 1 March 1990. The version of the agenda in the appendix does not reflect any changes suggested in these comments. To our knowledge, the White House has not yet reviewed the agenda, although Dr. Keel has made several efforts to schedule meetings for such a review.

The next step is to review the comments received from the committees, revise the agenda based on these comments, and get guidance from the White House. This is particularly urgent because preparation of questions and advance papers, and decisions about data-gathering teams (see below) are dependent on the agenda.

DATA COLLECTION: It is important that participating countries feel consulted in developing the conference agenda and the data used in advance papers. A commitment was made in the White House press release that this would be done. Given the short time before the conference, simply sending a list of questions to be answered by the participating countries is unlikely to produce the needed information, and may even communicate a lack of commitment on the part of the U.S.

A 1-page proposal has been developed which recommends sending U.S. teams to the participating countries to collect data. The list of questions would still be sent, but with a cover memo indicating that, because of time constraints, a U.S. team will be arriving to gather the information. The participating countries would be asked to assist by scheduling interviews, assembling documents, etc.

Appendix IV contains the 1-page proposal, a cost estimate (probably high-end), and a depiction of what the team's visit would be like in each country.

Bob Corell has indicated he likes the concept, but Dr. Keel has not had the opportunity to get White House review. Given the complexity of the logistics, and the brutal time-

schedule, this item needs immediate White House review or it will no longer be an option. If approved, the teams themselves will need to be selected in less than a week, and be prepared to be on the road by March 16.

INTERVIEW QUESTIONS: An unreviewed and unedited list of possible questions that might be asked by the U.S. teams is provided in Appendix V. This list has not yet been reviewed by Dr. Keel, Dr. Corell, or anyone in the White House. The first step is to get approval/disapproval of the data-gathering teams concept. If approved, the next step is to assemble a team to refine the list of questions and prepare a training session for the teams.

APPENDIX I
LIST OF COMMITTEES

COMMITTEES

President's Address - Conference Context

Jack Fellows, OMB, Chair
Harlan Watson, DOI
Richard Schmalensee, CEA
Dick Morgenstern, EPA
Mark Kerrigan, DOE

Conference Agenda

Bob Corell, NSF, Chair
David Struhs, CEQ
Bruce Gardner, USDA
Dallas Peck, USGS/DOI
L.A. Fisk, NASA

Conference Papers

Franmarie Keel, WH Conference, Chair
Gary Evans, USDA/S&E
Nancy Maynard, OSTP
Harlan Watson, DOI
Bill Cline, Inst. Int'l Economics
State (unnamed)
CEA (unnamed)
DOE (Petrinos?)

Observer List

Francis Li, Dept. of State, Chair
Shelby Tilford, NASA
Mike Hall, NOAA
Dick Morgenstern, EPA

U.S. Delegation

Bob Corell, NSF, Chair
Dave Struhs, CEQ
Harlan Watson, DOI
L.A. Fisk, NASA
Dick Morgenstern, EPA

APPENDIX II

**LIST OF POSSIBLE ISSUES
TO BE ADDRESSED UNDER THE TITLE
"GLOBAL CHANGE"**

To: Agenda & Conference Paper Committees
From: Franmarie Keel, Conference Coordinator
Subject: **Definition of "Global Change"**

We are trying to arrive at a definition of the term "global change" which shows clearly that we are not just talking about global warming, but less than everything! It should communicate in simple person-on-the-streets language which can be used by the media. We've gone through the titles used in the science program reports, but many of them are not easy to relate to, and also may not reflect the economists' perspective.

Below is a list of simple, every-day terms to describe global change. Let us know if anything badly needs changing. If there are additional categories needed. Or if we're simply barking up the wrong tree.

Please FAX your comments to me by noon, Thursday the 29th, at 653-5414.

"Global Change" includes:

- Volcanic activity
- Desertification
- Shrinking Forests
- Changing Watertables
- Earthquakes
- Retreating Glaciers
- Greenhouse Effect
- Ozone-layer depletion
- Biodiversity

APPENDIX III
DRAFT AGENDA

BASIC PREMISES re. CONFERENCE FORMAT:

- 1) The participants are three Ministerial-level representatives (1 science, 1 economics, 1 environmental) from each of twenty countries country, plus the U.S. Each country will be funded to bring an additional seven staff people -- but the working sessions of the conference will be designed for ministerial participants, with attendance of staff at working sessions determined by the ministers.
- 2) The President's role will be to open the conference (following brief welcoming comments by Secretary Baker and the Conference Chairman) with a presentation which sets an overarching context within which the conference takes place. At the end of the conference, the Ministers will travel to the White House and brief the President on the results of the conference (East Room).
- 3) In order to provide reasonable "air time" for the Ministers, the conference will include working group sessions during which the participants will be divided into three work groups. Each group will include seven economics ministers, seven science ministers, seven environment ministers.
- 4) We are tentatively planning three such working group sessions, each organized around a theme. Ministers will be rotated for each working group sessions, so we continue to get integration of different viewpoints.
- 5) Prior to each working group session there will be a plenary session, during which the theme is spelled out. We currently plan that each plenary session will open with brief presentations by two senior Administration figures and a "commentor" who will be an invited guest from one of the participant countries. Selection of the Administration spokespeople will be based on the nature of the topic. For example: If the topic is the integration of science and economics, the Administration spokespeople would be a senior figure in economics and a senior figure in science.
- 6) A mechanism is being developed to gather information about the themes and related topics from the participant countries prior to the conference. Summaries of this information will be prepared for distribution, along with Administration papers and perhaps white papers, prior to the conference.
- 7) A single-text statement of possible conclusions -- based on the fact-finding above -- will be prepared for each working group, to be commented upon by the participants, and modified as needed to achieve agreement at the conference.
- 8) Summaries of each working session will be prepared, and presented in a final plenary session by senior Administration figures (one for each working group session) with comments from invited spokespersons from participant countries.

- 9) The product of the conference will be both a report and a research strategy which includes: (a) priorities for research; (b) mechanisms for integration of science and economics; (c) mechanisms for international cooperation on research.
- 10) As noted above, the conference concludes with the Ministers going to the White House to brief the President.
- 11) Interspersed with the above activities will be an Open House at the Air & Space Museum, a state reception and dinner at the NAS hosted by the Vice President, and a breakfast with Congressional leaders,

TACTICAL OBJECTIVES

1. To provide an occasion for the President to demonstrate America's willingness to play a leadership role in organizing ongoing international efforts to respond to the potential risks and opportunities associated with global change.
2. To provide a setting for the President to present America's overarching vision of how environmental, economic and other needs might best be balanced in the future given the emergence of worldwide concern about rapid change.
3. To facilitate the development of a strategy for integrating worldwide scientific and economic research on global change issues and to establish and share research priorities for unilateral and multilateral action among the participating countries.

WORKING GROUP THEMES AND QUESTIONS

THEME I: DECISION-MAKING IN THE FACE OF UNCERTAINTY

- What are the economic and scientific research questions about global change that you need to answer in order to develop domestic and international policies?
- In what areas would resolution of economic and scientific uncertainty have the greatest impact on your actions regarding global change?

THEME II: INTEGRATING ECONOMIC AND SCIENTIFIC RESEARCH

- How do we ensure that global change research provides the information decision makers need (problem focus versus solutions focus)?
- How do we ensure integration of economic and scientific research in regards to global change?

THEME III: BUILDING A PARTNERSHIP FOR ECONOMIC AND SCIENTIFIC RESEARCH

- How do we create an international mechanism to carry out integrated economic and scientific research on global change?

To: Agenda Committee
From: Bob Corell
Subject: **Revised Agenda - WHC Global Change**

We came out of the "rump group" meeting with the guidance to: (1) simplify the agenda, and (2) base it on a few simple themes, such as outlined at the end of the meeting.

Nancy, Franmarie and I met with the team of "process consultants," to prepare the next generation agenda for your review. The enclosed agenda incorporates the following changes:

- 1) The working groups are organized around three basic themes:

- Taking Action in the Face of Uncertainty
- Integrating Economic and Scientific Research
- Building a Partnership for Economic and Scientific Research

Questions have been developed for each of these themes to clarify them further.

- 2) Instead of three speeches by senior Administration figures following the President's address, there will be a series of presentations prior to each working group. For example, if the theme is "Integrating Economic and Scientific Research," there would be a short presentation by a senior Administration figure in science and a senior Administration figure in economics. This would be followed by a "guest commentator" who would be pre-invited from amongst the conference participants.
- 3) The working groups will be organized for the Ministerial-level participants. There will be three working groups, each with twenty-one participants (7 science, 7 environment, 7 economics). They will be rotated so that the countries will all be exposed to each other. The ministers can choose to have their staff in the room with them, at their discretion.
- 4) The final plenary session will consist of summaries from the three working groups, commented upon by a senior Administration figure and three guest spokespersons representing each working group.
- 5) We don't anticipate that the President will visit the working groups. Rather, the ministers will go to the White House at the end of the conference and brief the President on the results of the conference. This has several advantages: (a) it gives added status for the ministers, (b) it provides a photo-opportunity, (c) it holds the ministers in town for the afternoon, and (d) it removes any problems involved in the President moving around in the working groups.

Please FAX your comments to me by noon, Thursday the 29th, at 653-5414.

LIMITED OFFICIAL USE

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03/04/90

WORKING DRAFT OF AN ANNOTATED AGENDA
for
THE PRESIDENT'S WHITE HOUSE CONFERENCE
on
SCIENCE AND ECONOMICS RESEARCH RELATED TO GLOBAL CHANGE
April 17-18, 1990
Washington, D.C.

MONDAY - APRIL 16, 1990

- 4:00 pm Registration, Information, and Hosting Desk Opens
Delegations can register for WHC and for their rooms,
there is only one scheduled conference function on
Monday, which is the reception.
- 7:00 pm An "open house" reception for our guests. Our guests
(Foreign Delegates and invited U.S. participants to serve
as hosts) would have exclusive access to the Air and
Space Museum, with several tables for light foods and
beverages. Hosted by the Director of the Smithsonian.

TUESDAY - APRIL 17, 1990

- 7:00 am Breakfast Meeting for WHC Leadership, Working Group
Chairs and Rapporteurs, and Conference Report Editors.
- 7:30 am Registration, Information, and Hosting Desk Opens
(Coffee, Tea, Pastries, Etc. Available)
- PLENARY SESSION I - Decision-making in the Face of Uncertainty
Chairman = ?
- 8:30 am Welcome and Opening Remarks - Sec. James A. Baker III
- 8:45 am An Outline of the Goals, Objectives, and Expectations
for the White House Conference - (one of co-chairs?)
- 9:00 am Address by President George Bush
- 9:30 am Theme I Presentations: "Decision-making in the Face of
Uncertainty"
- o Senior Administration Figure - Science
- 9:50 am Break

- 10:15 am o Senior Administration Figure - Economics
 o Invited Guest Country Commentor

[These presentations will include a review of the status, trends and issues in global change from each of the three perspectives, 15 minutes each]

WORKING GROUP SESSION I

- 11:00 am Theme I - "Decision-making in the Face of Uncertainty"

Format:

Each group will be composed of twenty delegates and a facilitator. Each group will contain seven science, seven environmental, and seven economics "ministers", at the discretion of each chief "minister".

[may be some adjustment here for energy "minister"]

A guest country's spokesperson will be designated as spokesperson for each working group, to participate in the summary presentation on Day 2.

- 1:00 pm Lunch for all Participants
1:00 pm Lunch Meeting for Working Group Chairs and Rapporteurs, and Conference Report Editors.

PLENARY SESSION II - Chairman = ?

- 2:15 pm Presentation of Theme II: Integrating Scientific and Economic Research

- o Senior Administration Figure = Science
- o Senior Administration Figure = Economics
- o Invited Guest Country Commentor

- 4:00 pm Break

WORKING GROUP SESSION II

- 4:00 pm Theme II - "Integrating Scientific and Economic Research"

Format:

Each group will again be composed of twenty ministers and a facilitator, but participants will be rotated, so that the composition will be different

from Working Group I.

A guest country spokesperson will be designated as spokesperson for each working group, to participate in the summary presentation on Day 2

5:30 pm Formal Working Sessions Adjourn. Facilitators, other WHC staff, and a designated White House representative for each of the two working groups will meet to prepare a summary of the deliberations from Working Group I and Working Group II. Materials to be typed and duplicated overnight and distributed in the A.M.

EVENING - Reception and State Dinner

6:15 pm Shuttle Buses take Delegates to NAS/NAE

6:30 pm Reception Hosted by the President's of the NAS and NAE in the Great Hall of the NAS for Delegations and other invited guests, 350-400 invitees. Held here to involve the NAS/NAE and have a larger reception than can be held at the DOS Diplomatic Reception Suite. U.S. invitees should include key individuals from the executive offices of the President, the Congress, government agencies and offices, leading scientists, economists, and environmental community leaders, and business and industry.

8:00 pm Formal Dinner (Black Tie) - In the Diplomatic Suite of the Department of State, The proposal is that it be hosted by the Vice President although there is currently a schedule conflict. Maximum of 250

8:00 pm Opening Remarks by the Vice President

10:00 pm End of the Day - Shuttle Buses take Delegates to Conference location

Wednesday - APRIL 18, 1990

7:30 am Congressional Breakfast Meeting at the J.W. Marriott for the senior three delegates from each country with key Congressional Leaders, the WHC Leadership, Working Group Chairs, Rapporteurs, and Conference Report Editors. It is proposed that the Congressional leadership (the four leaders) and key committee chairs be invited. The leadership will be offered the opportunity to make comments to the delegates.

PLENARY SESSION III - "Building a Partnership for Scientific and Economic Research" - Chairman = ?

9:00 am An Address by Bert Bolin, Chairman of the IPCC
(30 minutes with 15 minutes for Q and A)

9:45 am Theme III Presentation: "Building a Partnership for Scientific and Economic Research"

- o Senior Administration Figure - Scientific
- o Senior Administration Figure - Economic
- o Invited Guest Country Coordinator

WORKING GROUP SESSION III

11:15 am Theme III: "Building a Partnership for Scientific and Economic Research"

Format:

Each group will again be composed of twenty ministers and a facilitator, but participants will be rotated, so that the composition will be different from Working Groups I and II.

A guest country spokesperson will be designated as spokesperson for each working group, to participate in the summary presentation in the afternoon.

1:00 pm Lunch

Seating will be by country delegations so that the delegations may caucus. Lunch hour is extended for country caucuses.

1:00 pm Preparation of Working Group II Summary

Facilitators, other WHC staff, and a designated White House representative will meet to prepare a summary of the deliberations from Working Groups

2:15 pm PLENARY SESSION IV

Summaries from Working Groups

- o Working Group I
- o Working Group II
- o Working Group III

For each of the three working groups, the designated White House spokesperson will present the summary of the working group. This will be followed by a round table discussion among the three working group spokespersons.

4:15 pm Conference Summary: "Where do we go from here?"

One of the Conference Co-Chairmen or Senior White House Representative

5:00 pm Ministers leave for White House

5:15 pm Ministers Meeting with the President

Briefing of the President and a "discussion" with him on the Conference outcomes.

6:00 pm Reception for the Delegates, either two separate receptions if the President wishes to host one for the Ministers, otherwise one at
? _____.

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MONDAY • APRIL 16, 1990		TUESDAY • APRIL 17, 1990		WEDNESDAY • APRIL 18, 1990	
MORNING		SESSION I		Congressional Breakfast Meeting SESSION II	
		- Welcome & Opening Remarks Sec. James A. Baker III - Goals, Objectives & Expectations for Conference Dr. Allan Bromley - Introduction of the President - Presidential Address President George Bush		- An Address by Bert Bolin, Chairman of the IPCC - Theme III Presentation: "Building a Partnership for Economic & Scientific Research" - Sr. Admin. Figure - Sr. Admin. Figure - Invited Guest Commentator	
		- Theme I Presentation: "Taking Action in the Face of Uncertainty" - Sr. Admin. Figure - Economics - Sr. Admin. Figure - Science or Environment - Invited Guest Commentator		Working Group III: "Building a Partnership for Economic & Scientific Research"	
		Working Group I: "Taking Action in the Face of Uncertainty"		○○○	
LUNCH		SESSION II		Preparation of Working Group III Summary Country Caucus Lunch Session	
		- Theme II Presentation: "Integrating Economic & Scientific Research" - Sr. Admin. Figure - Science - Sr. Admin. Figure - Environment - Invited Guest Commentator		- Summaries from Working Groups - Working Group I - Working Group II - Working Group III	
		Working Group II: "Integrating Science & Economic Research"		○○○	
		○○○		Conference Summary: Where do we go from here? - Conference Chairperson or or Senior White House Representative	
AFTERNOON		Registration, Information & Hosting Desk Opens. Delegations can register for conference & hotel rooms.		Ministers' Meeting with President Bush: Brief the President on results of the conference	
DINNER		Reception Hosted By Presidents of NAS & NAE State Dinner Hosted by the Vice President			
EVE		An "Open House" reception will be held at the Air & Space Museum, which will be open exclusively for WHC participants and invited guests. The Director of the Smithsonian Institute will act as Host.		Preparation of Working Group I&II Summaries Synthesis Team Production Team	

APPENDIX IV

**PROPOSAL/COST ESTIMATE
FOR DATA-GATHERING TEAMS**

PROPOSAL TO SEND HOST TEAMS TO GATHER INFO FROM WHITE HOUSE CONFERENCE PARTICIPATING COUNTRIES

Problem: We need to gather information from participating countries prior to the conference so that the participants don't feel that the substance of the conference is totally dictated by the U.S., and also to get early warning of conflicting viewpoints that will require damage control/containment. A survey is to be sent, but we believe the time remaining is too short to get responses from many of the countries, and we run the risk of communicating that we don't take their opinions seriously when we allow so little time for data gathering.

Proposal: Send the survey, but with a cover memo indicating that a WHC team will be arriving in 10-15 days to meet with their officials to gather the information requested in the survey. Ask them to gather information prior to the team's arrival, and to schedule appointments with appropriate officials. The team time in each country will be approximately two days.

There will be four teams consisting of four key members plus one or more support people. Two teams will cover the European countries (including Poland and USSR). One will cover Asia (including Australia). One will cover South America (including Mexico) and Africa. Canada will be treated separately.

Each team will consist of a Head of Delegation (an eminence, who can handle social obligations for the team), an environmental scientist, an economist, and an integrator (someone with interdisciplinary background who can pull info out of the team, ask questions the others wouldn't think about, integrate presentation of the material). At least one support person would provide communications support to link with the other teams and to an Integration Team at the WHC office. All teams would meet before the trip begins to get agreement on approach, and meet again on return to debrief and assure comparability of reports.

Benefits: 1) Early warning; 2) Better understanding through informal interaction; 3) Buy-in from participating countries, create enthusiasm for WHC; 4) Communicate President's commitment to conference; 5) Demonstrate leadership at the same time as demonstrating willingness to listen; 6) Model the joint/integrated process we hope will occur at the conference; 7) Encourage ministerial involvement before conference (better education before arrival); 8) Avoid insult from late request for information.

Risks: 1) Logistics extremely complex given time-frame, could be sloppy or mistakes; 2) Heavy commitment of money and staff resources; 3) Countries could feel insulted if teams misrepresent data; 4) Potential that we will be unable to gather comparable info for each country; 5) Could create unrealistic expectations.

PRELIMINARY DATA-GATHERING SCHEDULE

<u>Task</u>	<u>Date</u>
• Complete survey form.	March 1
• Transmit survey.	March 9
• Complete team selection/make assignments.	March 9
• Conduct training/integration meeting with team members.	March 15
• WHC teams begin trips.	March 16
• WHC teams return.	March 30
• Conduct collective debriefing of teams.	April 1
• Complete Country Summaries.	April 7
• Complete stimulus papers.	April 7

QUICK AND DIRTY COST ESTIMATE - WHC VISITING TEAMS

Staff Time

Assumptions:

- Four teams of 5 people (includes one support/communications person).
- Twenty-one days maximum total involvement by each participant
- Total of 420 person-days of involvement
- Most will be government employees or academics, with no new charge to the government. A few consultants, so allow amodest budget.
- Total professional time cost = maximum of \$75,000

Airfare

- Assume able to use government airfare rates.
- Europe (western) - 5 people x \$1500 = \$6,000
- Europe (including Poland, USSR) - 5 people x \$2,500 = \$12,500
- Asia - 5 people x \$2500 = \$12,500
- Central/South America - Africa - 5 x \$3500 = \$17,500
- Total Airfare = \$48,500

Meals & Lodging

- Estimate meals & lodging at high-end = \$200 per day average
- 420 person days x \$200 = \$84,000

Communications Support

- \$20,000 rough estimate

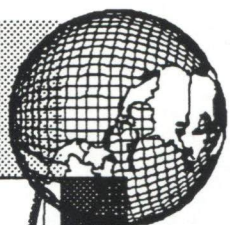
Integration Team

- \$20,000 rough estimate

TOTAL COST ESTIMATE

~~\$247,500~~

TYPICAL SURVEY TEAM TRIP



	DAY #1	DAY #2	DAY #3
Morning		• Collective meeting of Survey Team & Host Country • Individual Team data gathering & follow-up	Individual Data Gathering & Follow-Ups
Afternoon	Team Received by Host Country & U.S. Officials	Individual Data Gathering & Follow-Up(s)	• Collective meeting with Host Country & Team for Debriefing
Evening	Host Country Receptions	Host Country Activities • Team Meeting to review Results	Leave for next Destination 

APPENDIX V

**LIST OF POSSIBLE QUESTIONS (UNREVIEWED)
TO BE ASKED BY
DATA-GATHERING TEAMS**

Brainstorming List for WHC Teams Questions

Note: These questions are considerably less technically oriented than previous lists of questions. This is based on the assumption that the working groups will be targeted for ministerial-level participants. These questions are aimed at providing the kind of information that ministers will need, more than the information that scientists will need.

THEME I: DECISION-MAKING IN THE FACE OF UNCERTAINTY

- Which global change issues are of greatest concern to your government?
- In what (global change) areas has/is your government considering policy initiatives or actions?
- Do global change issues create tensions with adjoining countries? Which issues? What tensions?
- What are your government's forecasts re. emissions, acres of forests, desertification, etc.?
- What is your government's budget for research regarding global change issues? (Total dollars & % of budget)

-- related to:

- biodiversity
- global warming
- etc., etc.

[Collect documents describing research programs. To increase our chances of comparability, discuss budget items to be certain what is included]

- What is your government's budget for programs regarding global change issues? (Total dollars & % of budget)

-- related to:

- biodiversity
- global warming
- etc., etc.

[Collect documents describing research programs. To increase our chances of comparability, discuss budget items to be certain what is included]

- What are the attitudes of key stakeholder groups re. what steps your government should take given the present level of uncertainty?
 - government
 - opposition parties
 - environmental groups
 - scientific leaders
 - business community

[If possible, verify by also discussing this question with scientists/economics who are not part of the government.]

- What are the economic and scientific research questions about global change that you need to answer in order to develop domestic and international policies?
- In what areas would resolution of economic and scientific uncertainty have the greatest impact on your actions regarding global change?
- How does your government estimate the economic consequences of proposed government actions related to global change?
- How does your government estimate the economic consequences of proposed government actions upon the private sector, e.g. how would you estimate the private sector costs/ benefits from emission controls, land use controls, commitments to new technology, etc.?

Note: There could also be a series of questions related to specific global change topics. For example, on global warming you might want to ask specific questions like:

- *What are your government's forecasts of future greenhouse gas emissions?*
- *What are your government's forecasts of future relevant technologies?*
- *What studies have been conducted of methods (and related costs) of adapting to warming?*
- *What studies have been conducted of methods (and related costs) of reducing greenhouse gas emissions?*

- *How do these costs compare with those imposed on your nation by the oil shocks of the 1970s?*

Whether you want to go to this level of detail depends on how the scope of the conference is defined.

Theme II: INTEGRATING ECONOMIC AND SCIENTIFIC RESEARCH

- How do we ensure that global change research provides the information decision makers need?

Issues:

- problem focus versus solutions focus?
 - information in form suitable for policy maker?
 - integration of scientific/economic data prior to reaching decision makers?
- Do you believe there is a need for better integration between science and economics?
- If so, what actions should be taken to ensure integration of economic and scientific research in regards to global change?
- What formal mechanisms exist for providing economic and scientific information to decision makers prior to decisions about global change?
- What scientific or economic models are used to estimate environmental or economic consequences of government actions?
- Are there any existing evaluation methods for assessing environmental impacts as part of GNP national accounts, e.g. sustainability accounts, etc.?
- Any good examples -- domestic or international-- of economists and scientists working together effectively as a single team **to conduct research** re. global change? Should this approach be used in the future?
- Any good examples -- domestic or international-- of economists and scientists working together effectively as a single team **to develop programs/policy options** re. global change? Should this approach be used in the future?
- Does your government use any computer models/simulations which integrate scientific and economic information? Were both scientists and

economists involved in developing the models? Who provides the estimates? Who revises?

- How familiar are your scientists with the current state-of-the-art in economics? Vice versa?

Theme III: BUILDING A PARTNERSHIP FOR ECONOMIC AND SCIENTIFIC RESEARCH

- How do we create an international mechanism to carry out integrated economic and scientific research on global change?
- What effective mechanisms already exist for carrying out integrated economic and scientific research on global change?
- What are the major barriers to carrying out integrated economic and scientific research on global change?
- What are the major benefits you would expect from integrated economic and scientific research on global change?
- What kind of information would your country expect to receive from integrated economic and scientific research on global change? How would it differ from the information you receive now?
- Should joint research efforts utilize existing institutions or agencies, or are new entities required? If existing organizations can fill the need, which ones should be used? What changes will be needed in these organizations to produce integrated research?
- Is it possible to agree upon a common set of models or ways of evaluating global changes so that all countries are using the same data base, projections, etc.? Would this be desirable?

Sub-questions:

- What is the availability and compatibility of national data bases pertinent to global change?
- How can the data handling and access capabilities be best organized and strengthened?
- What are the prospects for improving current climate and weather models so that they can address global and regional changes and deal with a larger time horizon?

- Would it be possible to develop a joint (between countries) and integrated (between disciplines) international research strategy?
- Which issues/problems should be addressed by individual countries, which by joint efforts?