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Series/Staff Member: Kathleen (Katie) McGinty
Subseries:

OA/ID Number: 2886
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Folder Title:
Climate Change Action Plan Announcement: Vice President

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Holly Carver X 7935
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PHOTOCOPY
PRESERVATION

TO: All OEP STAFF

FROM: CHRISTIAN

I am the OEP STAFF representative for VP scheduling. Please feel free to use me as a resource when scheduling VP events (Requests that is)

MEMORANDUM

TO: All Vice Presidential Staff

FR: Tony Wilson, Director of Scheduling *TW*

DT: Thursday, September 16, 1993

RE: VP Schedule Requests Procedure

In order to clear up the recent confusion regarding the scheduling requests procedure, I am outlining the process by which the requests are made.

1. When a meeting or event is requested to appear on the Vice President's schedule, please provide the scheduling department with the appropriate request form. **NO REQUESTS WILL BE TAKEN OVER THE TELEPHONE.** It is also helpful to attach any additional information you may have available. (ie. Ltr. regarding event, invitation, etc.) You may also want to keep a copy for your files.

NOTE: Please be clear when completing the section of the request form which relates to the reason for the request and why it is important for the Vice President to attend. Also, be sure your request is properly vetted before it makes it to the scheduling office.

2. If the event is agreed to and a staff contact is determined, that contact then becomes responsible overall for the event/ mtg. The staff contact should work with the scheduler for that day to ensure certain details are covered including:

- a. Location, date and time of event/mtg.
- b. Determine appropriate program, as it relates to the role of The Vice President
- c. All attendees have been invited - this includes working with the political shop to ensure we have included all the appropriate people.
- d. All attendees have been cleared through waves, including car and driver
- e. Provide talking points for The Vice President or talk to Bob Lehrman about them

3. The Staff Contact should provide the Briefing Book with pertinent information. This includes: importance/significance of the event, event memo, background information, list of attendees, and bios on attendees (when available)

4. The Advance office will, in most cases, handle logistics and other details of the event. The role of the advance office regarding events/mtgs in the White House/ OEOB is to refine the event. This includes: layout of the room, assessment of additional materials (ie: podium, press risers, sound, lighting, props) all movements of the VP, and sequence of events during event/mtg.

Memorandum to OVP

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5. The Staff Contact should make contact with the Press office to determine the Press Plan for the event.

In order for the message of the event to be communicated, it is important for the Staff Contact to remain intimately involved in the process. This will ensure a successful event/mtg.

In addition, the daily scheduling meetings are at 11:45 am in my office. It is imperative for each department to be represented, many things change so rapidly that this is an opportunity for staff contacts to negotiate times, dates or other changes. These meetings begin promptly and usually last no longer than 15 min.

Thank you for your cooperation.



OFFICE OF THE VICE PRESIDENT

WASHINGTON
VICE PRESIDENTIAL SCHEDULING REQUEST FORM

TODAY'S DATE: _____

YOUR NAME/NUMBER: _____

SCHEDULE/MEETING REQUEST: _____

WHY ARE WE MEETING?: _____

DURATION OF MEETING?: _____

DATE OF EVENT: _____

LOCATION: _____

PARTICIPANTS: _____

REMARKS REQUIRED: _____

CONTACT PERSON/NUMBER: _____

WILL YOU BE SUPPLYING ADDITIONAL WRITTEN INFORMATION?: _____

(Action Taken: Accepted___ Regreted___ Pend___ Other___)

Comments: _____

THE WHITE HOUSE
WASHINGTON

October 18, 1993

MEMORANDUM FOR THE VICE PRESIDENT

FROM: KATIE MCGINTY

SUBJECT: CLIMATE CHANGE ACTION PLAN ANNOUNCEMENT

I. PURPOSE

To unveil the President's Climate Change Action Plan to reduce greenhouse gas emissions to 1990 levels by the year 2000.

II. YOUR ROLE IN THE ANNOUNCEMENT

You will give the opening remarks and introduce the President. Immediately following the President's speech you will introduce:

John Adams, Executive Director, Natural Resources Defense Council

John B. Bobek, Vice President, Marketing & Delivery Systems, Johnson Controls

John W. Rowe, President and CEO, New England Electric

They will each deliver a 2 min. commentary on the bold initiatives found in the action plan.

III. Following the announcement, Secretary Browner, Secretary O'Leary, Secretary Pena, Jack Gibbons, Jim Baker and I will hold a press briefing in the White House Press Room. To demonstrate progress toward reducing greenhouse gas emissions, several displays of environmentally sound technologies will be set up outside the West Wing, including the Golden Carrot Refrigerator, an energy efficient lighting, environmentally sound building materials, and an energy efficient adjustable speed motor.

IV. See attached list of Members of Congress in attendance for recognition -- a more updated list will be provided tomorrow.

THE WHITE HOUSE
WASHINGTON

October 18, 1993

CLIMATE CHANGE ACTION PLAN ANNOUNCEMENT

DATE: 10-19-93
LOCATION: SIDE LAWN, SOUTH OF OVAL OFFICE
TIME: 12:15
From: Kathleen A. McGinty

I. PURPOSE

You will be unveiling the Climate Change Action Plan to reduce greenhouse gas emissions to 1990 levels by the year 2000.

II. BACKGROUND

In your Earth Day Address, you committed to reduce greenhouse gas emissions to 1990 levels by the year 2000. This is a bold initiative which represents a direct change in previous Administration's policy. The Action Plan contains approximately 50 initiatives to accomplish your goal of emissions reductions. The plan is based on a new approach: by bringing together the environmental community and industry, we can reach our goals in a way that is good for the environment and the economy. Leaders in utilities, the electric motor, chemical and aluminum industries have joined with us in voluntary partnerships to achieve this goal.

III. PARTICIPANTS

VPOTUS; JOHN ADAMS, Executive Director, Natural Resources Defense Council; JOHN B. BOBEK, Vice President, Marketing and Delivery Systems, Johnson Controls; JOHN ROWE, President and CEO, New England Electric (see attached list of other VIP attendees)

IV. PRESS PLAN

There will be full press at the announcement itself, as well as a press debrief immediately following the announcement in the White House Press Room by KATIE MCGINTY, CAROL BROWNER, HAZEL O'LEARY, JACK GIBBONS, JIM BAKER, and JIM LYONS, Assistant Secretary for Environment, USDA, regarding the specific initiatives of the plan ranging from energy efficient lighting to environmentally sound building materials to utilities' emissions reductions plans.

V. SEQUENCE OF EVENTS

The Vice President will introduce you; you will deliver your remarks; the VPOTUS will introduce JOHN ADAMS, JOHN BOBEK, and JOHN ROWE; the VPOTUS will give closing remarks; you will greet the members of Congress, Cabinet Secretaries, and CEO's in attendance.

VI. REMARKS

To be provided by Speechwriters

CABINET MEMBERS IN ATTENDANCE

Secretary Ron Brown
Administrator Carol Browner
Secretary Hazel O'Leary
Secretary Frederico Pena

CONGRESSIONAL MEMBERS IN ATTENDANCE

Sen. Max Baucus (MT)
Sen. Barbara Mikulski (MD) ?
Sen. Claiborne Pell (RI)
Sen. Joe Lieberman (CT) ?
Sen. Pat Leahy (VT)
Sen. Bill Bradley (NJ) ?
Sen. Mark Hatfield (OR)
Sen. Ted Kennedy (MA) ?
Sen. Dianne Feinstein (CA) ?
Sen. Ernest Hollings (SC)
Rep. Bob Michel (IL) ?
Rep. John Dingell (MI) ?
Rep. Phil Sharp (IN)
Rep. John Porter (IL)
Rep. Jolene Unsoeld (WA) ?
Rep. Connie Morella (MD)
Rep. Bill Richardson (NM)
Rep. Mike Synar (OK)
Rep. George Miller (CA) ?
Rep. Gerry Studds (MA)
Rep. Ron Wyden (OR)
Rep. Tom Bevill (AL)

October 12, 1993

To: Holly
From: Trey

MEMORANDUM FOR TONY WILSON

FROM: KATIE MCGINTY

SUBJECT: PRESIDENT'S ANNOUNCEMENT OF HIS CLIMATE CHANGE ACTION PLAN

I would like to formally request the Vice President's participation on the morning of Tuesday, October 19, 1993 for the President's unveiling of the Climate Change Action Plan. The Vice President has personally expressed an interest in being involved in briefings prior to the actual announcement, which is tentatively scheduled for noon-ish on the 19th. His involvement would consist of briefings either in conjunction with Administrator Browner ^{or} Secretary O'Leary for CEOs of major U.S. corporations ^{or} a scientific briefing with Dr. Jack Gibbons, Director, Office of Science and Technology Policy. Please contact Trey Lindseth (x6531) of my staff regarding the Vice President's availability. Thank you for your assistance in this matter.

all of these
events will be
going on at the same
time. It is up to the
man himself as to the
what he wants to do.
Let me know.
Phf