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Gearan Comments to Forest Summit Announcement March 11, 1993

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March 11, 1993

TO: MARK GEARAN
DEPUTY CHIEF OF STAFF

FR: KATIE MCGINTY
OFFICE ON ENVIRONMENTAL POLICY

RE: FOREST SUMMIT

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As a follow to Wednesday's announcement, this outlines areas where we are moving immediately and where your assistance is critical.

1. LOCAL OMBUDSMAN: A local ombudsman is needed to choreograph and orchestrate activities and attitudes about the conference on the local/regional level, working with us up to and including the conference. Rahm Emanuel should identify this person, discuss critical activities with him/her, and draft a decision memo for the President's approval.

KATIE: IT'S NOT CLEAR TO ME WHAT THIS DECISION MEMO WOULD BE ABOUT...WHAT EXACTLY WOULD THIS DECISION MEMO BE ASKING?

2. CONFERENCE CHOREOGRAPHER: Your help is needed in identifying someone to choreograph the conference itself, i.e., when and how the President and Vice President appear, who sits where, whether any courtesy meetings are required separate from the conference itself, who needs VIP treatment and how, etc. (Really making sure that nothing is overlooked -- from parking to work space, if needed)

KATIE: IN YOUR ORIGINAL MEMO, YOU INCLUDED "FORMAT" HERE. DO YOU REALLY WANT SOMEONE ELSE DECIDING THE FORMAT OR DO YOU WANT TO SET THAT WITH THE EXECUTIVE COMMITTEE? MY SENSE OF IT IS THAT -- AS SOON AS POSSIBLE! -- WE NEED TO DRAFT AN AGENDA -- IDENTIFYING THE THREE OR FOUR KEY AREAS OF DISCUSSION, TIMING OUT THE DAY, -- AND THEN, IDENTIFY WHO PARTICIPATES IN EACH SECTION. THIS AGENDA IS CRUCIAL TO FOCUS AND ORGANIZE OUR EFFORTS. WHICH MEANS WE SHOULD HAVE DRAFT AGENDA NOW -- IS IT POSSIBLE BY MONDAY, TO GET A FEEL FOR WHAT WE'RE DOING?

3. ADVISORS: Marla and I will be meeting with John Emerson as soon as we can to get his advice. Your help is needed to identify others who ought to be at that meeting or with whom we should meet separately. Dave Van Note is meeting with others who were involved with the economic conference.

4. BUDGET: We need you to work with David Watkins on budget

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issues. Van Note is drafting a prospective budget for our review that should be ready today. In addition, we need you to work with the White House Counsel's office to address any potential legal questions concerning funding.

5. PAPER FLOW: We need White House assistance to ensure that paper is flowing to the appropriate players and coming back to us in a timely way. We are taking a first cut at a key players list that includes the White House, Congress, NGOs, Governor's offices (in D.C. and in the states) and industry groups. It would be very helpful to us if you could designate someone to check out that list for us. And, your guidance would be helpful to determine who -- outside the White House -- should see what, when.

KATIE: YOU INCLUDED LOGISTICS IN YOUR NO. 5. IT DOESN'T REALLY BELONG THERE. PART OF VAN NOTE'S JOB WILL BE TO HANDLE LOGISTICS LIKE PARKING. WE DO NEED HELP, THOUGH, IN MAKING SURE THE VIPS GET TREATED RIGHT -- WHICH IS WHY I INCLUDED THAT IN AN EARLIER POINT.

6. MEDIA FACILITIES: We need Ann Edwards to help ensure that the media facilities work -- not just for filing but for coverage. Ann should work with Van Note on arrangements. She knows better than anyone precisely what the White House press corps and the locals will expect in terms of facilities, transcripts (if possible), etc. As well, Jeff Eller needs to be involved to handle media technology. Marla already has spoken briefly with Eller and he's ready to set up a local pool to feed the entire conference to C-Span.

7. BRIEFING THE PRESIDENT: We need to lock in with Marcia Hale's staff 3, one hour sessions with the President (expecting the Vice President to join) prior to the conference. And, we need your assistance on a process to gain timely Presidential approval for key decisions -- particularly as they relate to the agenda, issues and participants.

8. INVITATIONS TO THE CONFERENCE: We need White House help ensuring that all those who should be invited to the conference (even if they are not speaking) are invited. Do the invitations come from the President? Are letters needed? Who handles RSVPs?

Other issues for your information:

o By next week, we will have a draft agenda for the conference - outlining key issues that will be discussed in each segment. From there, we can begin to identify who should participate in each of these segments and what role the President, Vice President, and cabinet will take.

KATIE: I THINK THIS GRAF ABOVE IS IMPORTANT TO ADD -- WE NEED TO GET THE AGENDA SET FAST BECAUSE IT WILL DRIVE AND FOCUS SO MUCH OF OUR WORK.

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o The Vice President ^{has} ^{ed} is calling the Governors of Washington, Oregon, and California from his plane. (KATIE: HAVE THESE BEEN

~~SALES?~~
o We are coordinating with Christine Varney on cabinet-level involvement. We've met with Tom Collier at Interior and Jim Lyons at Agriculture. By Friday (3/12) we will have a list of suggested site visits for cabinet secretaries.

o As you know, Dave Van Note is handling advance.

o By Monday, we will have first drafts of basic issues pieces that will comprise the 'briefing book' for participants and media. These are general background materials on key issues.

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