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*file of
Climate Change
Secretariat
Action Agenda*

United States Department of State

*Bureau of Oceans and International
Environmental and Scientific Affairs*

Washington, D.C. 20520

October 20, 1992

TO: Distribution

FROM: OES/E - Robert A. Reinstein *RAR*

SUBJECT: Schedule for the Preparation of the U.S. Climate Action Plan

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As was discussed at the meeting of lead authors last week, we will be forced to move rapidly to complete the U.S. National Action Plan in time for distribution at the 6th Session of the INC in Geneva (December 7-10). In order to expedite this work, it was agreed that we would utilize the resources of a contractor to compile and edit the text. The State Department will bear the costs of this contract work.

In consultations with the contractor, we are proposing a tentative schedule for the completion of the work. We have attempted to balance the need of all drafters to have adequate time to prepare their original texts, and for all agencies to have adequate time to review the text once drafting has been finished. We have also attempted to avoid conflicts with the IPCC session -- when many of the drafters/reviewers will be in Harare, Zimbabwe, and with the Thanksgiving recess. Because of these constraints, we do not have much flexibility in the schedule if we hope to complete the text in time for December distribution.

One possible place in which the schedule might slip is in the printing (in the current schedule, we have allotted one week for the text to be printed). Instead of printing the final document, we could xerox several hundred copies of the Plan overnight prior to departure for Geneva (i.e., making copies on Friday, December 4). By doing so, we could gain an additional week for interagency review -- although at the cost of a less polished final presentation.

Please review the attached schedule, and let us know if you will be able to meet its timetable. We will attempt to incorporate your suggestions into the schedule if feasible. Please inform Jonathan Pershing, tel 202/647-4069, if you have any recommendations or suggestions for revisions. We will work with this schedule and assume that all agencies can comply unless we hear otherwise by COB, Friday, October 23.

*10/21/92
CPT*

National Action Plan: Document Preparation Schedule

- 11/2 Agencies/Departments complete writing of chapters (hopefully, some chapters will be completed earlier)
- 11/2 Chapters (on computer disk) are sent through DOS to Contractor for a first edit (i.e., text put in "single voice", grammatical mistakes corrected, formats standardized, etc.) Some chapters may need to be sent to authors for a further review after 1st edit (prior to general interagency review) to assure that no substantive changes have been made during editing; this task would be expedited if chapters were completed early.
- 11/6 Edited text is returned to DOS, which sends out chapters for interagency review.
- 11/16 Agencies' comments are returned to State (on disk) which compiles them.
- 11/17 Compiled set of approved edits are sent from DOS to Contractor.
- 11/20 Contractor completes revisions; text sent out through DOS for final interagency review and clearance.
- 11/23 Final corrections sent to DOS from all agencies.
- 11/24 DOS compiles changes and sends them to contractor.
- 11/25 Contractor completes all revisions, sends document to printer.
- 12/3 Printed document is completed and sent to Geneva.