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Series/Staff Member: Kathleen (Katie) McGinty
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Folder Title:
Process Training

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Office on Environmental Policy Process Training
June 30, 1993

1. Identify an Initiative
2. Identify who needs to be involved: **BE INCLUSIVE!!!**
 - o within the White House
 - o Interagency
 - o Outside of the Executive Branch:
 - Congress
 - Industry
 - Environmental/Public Interest
 - o designate intern to develop a master list with phone and fax numbers to be used throughout the process
3. Determine whether direction is required at the outset from Principals, Deputies or Staff
4. Outline schedule of major meetings (and draft work plan)
 - o include all Principal and Deputy-level meetings
 - o provide rough schedule of staff-level meetings
 - o **Deputies and Principals need 1 week notice for meetings**
5. Review Process with Cathy and/or Katie
6. Draft short memo for Katie to send to Mack outlining:
 - o the initiative being undertaken and
 - o the process for defining it
7. Make a list of key stakeholders for ongoing "Heads up" phone calls
 - o within the White House
 - o Interagency
 - o Outside of the Executive Branch:
 - Congress
 - Industry
 - Environmental/Public Interest

Once process is underway...

1. Make "Process" agenda item #1 at first meeting -- distribute list of those to be involved and ask for participants to identify potential omissions
2. Distribute meeting agendas and other "paper" at least 36 hours in advance of meetings (make sure these materials are going to the right people)
3. Pass around a sign-in sheet at every meeting (keep on file)
4. Make sure key stakeholders come to meetings or send a representative
5. If a key group is not participating or responding to your calls/invitations, have Cathy or Katie call (REMEMBER: CALLS THAT YOU PLACED BUT WERE NOT RETURNED ARE NOT EQUIVALENT TO SIGN-OFF OR SUPPORT FROM OTHERS!)

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