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Folder Title:
CCAP [Climate Change Action Plan] - Organizational Structure / Comments

Stack:	Row:	Section:	Shelf:	Position:
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Meeting Record
January 12, 1994

TOPIC: Organizational Management Structure

Issues discussed:

- International activities: implementation of the JI Evaluation Panel and the writing of the National Action Plan part of domestic structure, IWG is cross-referenced.
- Who will chair Monitoring, Assessment, Evaluation
- Program Augmentation function and triggers

Decisions or Outcome:

- OEP will call a meeting week of Jan. 17 with DOE and EPA to work out organizational structure, structure for developing future actions,

TOPIC: Program Updates

Issues discussed:

- Parking cash-out moving forward with agreement to unbundle leases with a de minimus level
- T.J. will hold Hill briefings at the time of budget release on Feb. 7
- DOE made a presentation on their progress, including implementation plans and marketing strategies
- EPA is working on 1605 guidelines and on Earth Day events

Decisions or Outcome:

- DOT and EPA will coordinate with Treasury on parking for federal employees

Assignments and Deadlines:

- Jim Mietus will assemble a package of 1994 reprogramming plans from EPA, DOE, and USDA
- Katie McGinty and T.J. Glauthier will send a joint letter to appropriators
- Cathy Zoi will meet with EPA Conference Planners the week of Jan. 17 to discuss options

TOPIC: International Activities

Issues Discussed:

- Adequacy of Treaty and U.S. position

Climate Change Management Committee Members

EPA

Mary Nichols
Karl Hausker
(Paul Stolpman)

DOE

Christine Ervin
Sue Tierney
Peter Fox-Penner

USDA

Jim Lyons
Allison Biggs

DOT

Frank Kruesi

State

Rafe Pomerance

Treasury

Alicia Munnell

OMB

T.J. Glauthier

CEA

Alan Krupnick

DPC

Brian Burke

OSTP

John Gibbons/Bob Watson
(Rosena Bierbaum)

NSC

Eileen Blaussen

NEC

Heather Ross

-- DRAFT --

CLIMATE CHANGE ACTION PLAN IMPLEMENTATION

Steering Committee OEP chair	Members: DOE, EPA, DOT State, USDA, OMB, CEA, Treasury, DPC, OSTP, NSC, NEC	Activities/Products: biennial review; monthly meeting	Dates: 1994, 1996, 1998; monthly
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Coordinating Committee (Chair)	Subcommittee (Chair: Members)	Working Group (Chair: Members)	Activities/ Products	Dates
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	Budget Issues (OMB: agencies) name:		FY95 process, reprogramming proposals	ongoing, Jan. 1994
	Monitoring and Evaluation (***) name:	Agency Contact: EPA OAR, DOE EERE, USDA, DOT	develop milestones, review progress, technical annex (DOE)	March 1994, twice a year, early '94
	Communications (OEP: agencies) name:	Spring Conference (EPA)	Earth Day events	April 1994
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	[Link to International issues and IWG -- see next page]	US National Action Plan (State, NSC, OEP)??	<u>Chapters:</u> - Science - Natl Circum - Intl Act. - R&D and Mon. - Mitigation - Inventories - Adaptation	August 1994
Policy Development (OEP: NEC, OSTP, NSC, CEA, OMB, DPC,) name:	Post-2000 (OSTP, OEP, NEC: NSC, Agencies) name:	TBA	New options, review science; recommendations for INC 10	end 1994?
	Transportation Policy "Car Talk" (NEC, OEP, OSTP) name:	TBA	Identify measures to reduce ghg's from personal motor vehicles	end 1994?
	Adaptation (NOAA: USDA, DOI, EPA, NSF Name	TBA	Prepare Adaptation Chapter for NAP	August 1994
	IWG Policy Development (see next page)			

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INTERNATIONAL ENVIRONMENTAL ISSUES MANAGEMENT - GLOBAL CLIMATE CHANGE

IWG for Global Environment	Members: State: WH offices and relevant agencies	Activities: Management of International Environmental Issues
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Subcommittee	Activities	Dates
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Financing (GEF) (Treasury)	- tech transfer - financial assistance	- ongoing

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**Presentation to CCAP Interagency Steering Committee
January 12, 1994**

Implementation Progress on the *Climate Change Action Plan* (CCAP)

**U.S. Department of Energy
Office of Energy Efficiency and Renewable Energy (EE)**

Overview



- **We are making progress on the implementation plans, stakeholder involvement, Green Room operation, and the technical annex.**
- **We are reconfiguring some actions as we are writing implementation plans in order to streamline the deployment of carbon-saving technologies.**

Overall Progress



- **Implementation Plans**
 - **First draft received on 12/23/93**
 - **Revised drafts complete by late January**
 - **Priority hiring under way**
 - **Changes to CCAP are described in next section**

- **Stakeholder Involvement/Communications**
 - **Plan developed**
 - **Preliminary implementation under way**

- **Green Room Operations**
 - **Full-time staff on-site**
 - **Stakeholders and others assist as available**
 - **Effective center of effort**

- **Technical Annex**
 - **In final stages**

Reconfiguration



Our reconfiguration of actions were sparked by the observation that implementing each individual action was not the most efficient use of our resources, nor the most effective way to market to the "customer base."

Deployment Map



MEASURES

**Codes
and
Standards**

**Underutilized
Existing
Measures**

**New
Measures
and
Technologies**

In mechanical terms,
the objective of the CCAP
is to use a mixture of
approaches to move several
kinds of carbon-saving
measures (codes, new
products) into the marketplace.

**Deployment
"Channels"**

Residences

**Commercial
and
Public Sector
Structures**

**Industrial
Processes
and
Buildings**

**Electric
Industry**

MARKET



The Implementation Team recognizes that a number of deployment channels currently exist and should be teamed up with or expanded. Some examples of these channels include the following:

- **EPA Green Lights**
- **State Energy Conservation Programs**
- **Federal Energy Management Program**
- **Utility DSM Programs**

Each CCAP action must take advantage of existing channels before creating new ones.

Next Steps for Implementation



- **Revised Draft Implementation Plans Publicly Available (1/30/94)**
- **Stakeholder Involvement/Communications Strategy Designed and Under Way**
- **Revised Implementation Plans with Extensive Stakeholder Input by April**

Outreach



General Approach: Face-to-Face Communications

- **Attend meetings of stakeholder associations**
- **Meet with key stakeholder groups "in the field" as well as in Washington**
- **Presentations to DOE and EPA Regional Offices as additional venues to stakeholders**
- **Proposed "Town Meetings"**
- **Participation in April Earth Day Conference**
- **Media Campaign**

Communications/Stakeholder Involvement Working Group



Achievements So Far...

- **Crafted fact sheets regarding the CCAP**
 - **Green Room December 7 Open House (with 300 stakeholders)**
- **Developed Communications/Stakeholder Outreach Strategy, in order to:**
 - **Identify stakeholders (trade associations, utilities, public interest groups, etc.)**
 - **Involve stakeholders as partners**
 - **Formulate meaningful message(s)**
 - **Identify communications channels (meetings, trade press, etc.)**
- **Hosted sessions between stakeholders such as State Energy Office directors and EE program managers regarding specific action items**
- **Holding joint meetings with Program Implementation Working Group**
 - **Regularly scheduled meetings: monthly**
 - **"Toolbox Sessions" on specific topics (Support Offices and State Energy Offices -- their differing strengths and roles in CCAP implementation)**

Communications/Stakeholder Involvement Working Group



Still To Come...

- **Operationalize the conceptual strategy**
 - **Involve stakeholders in program development & implementation**
 - **On-going liaison with State Energy Offices, utilities, trade and industry associations, public interest groups**
- **Monthly stakeholder bulletins: Update on Plan implementation**
- **Develop "success story" inventory**
- **Preparations for April Earth Day Conference**
- **Create and maintain calendar of stakeholder events**

THE WHITE HOUSE
WASHINGTON

January 10, 1994

MEMORANDUM FOR: DISTRIBUTION
FROM: MARC CHUPKA *Marc W. Chupka*
SUBJECT: JANUARY 12 CLIMATE CHANGE MANAGEMENT
COMMITTEE MEETING

As agreed at the Dec. 17 organizational meeting, the Climate Change Management Committee will meet **Wednesday, January 12, 4:00-6:00PM in Room 476, Old Executive Office Building**. A draft agenda follows. Please contact Jessica Hirst at 456-6224 if you have additional agenda items and/or to confirm your attendance. Attached is the Dec. 17 meeting record for your review. You will receive the updated draft of the organizational structure tomorrow.

Agenda:

1. Review organizational structure
2. Program updates
 - Agency programs
 - Legislative
 - Budget
 - Spring Conference
3. Upcoming INC meeting issues
 - Adequacy
 - Joint implementation

Distribution:

Mary Nichols
Christine Ervin
Sue Tierney
Jim Lyons
Rafe Pomerance
Alicia Munnell
Karl Hausker
Peter Fox-Penner
Alan Krupnick
Eileen Claussen
Brian Burke

T.J. Glauthier
Mortimer Downey
Heather Ross
Bob Watson

Meeting Record
December 17, 1993

TOPIC: Organizational Structure and Management

Issues discussed:

- The need for a contact person for each committee or working group
- Accountability through a management hierarchy

Decisions or Outcome:

- Regular meeting second Wednesday of every month at 4:00PM
- Need input on organizational structure

Assignments and Deadlines:

- Comments on organizational structure due **Wednesday, December 22**

TOPIC: Program Augmentation

Issues Discussed:

- New ideas and needs will come from different committees and working groups
- How to structure development of additional actions within hierarchy

Decisions or Outcome:

- Needs further thought

TOPIC: Budget Issues

Issues Discussed:

- Joint DOE/EPA budget package on reprogramming

Decisions or Outcome:

- Meet with agency budget officers on reprogramming issues
- Meet with Congressional budget staff to discuss the package

Assignments and Deadlines:

- OMB to organize agency budget officers meeting for early January
- OMB to organize Congressional meeting

TOPIC: Communications

Issues Discussed:

- slide shows
- cross-agency prepared presentation

Decisions or Outcome:

- Agencies will develop their own presentations as needed, and will coordinate through Brian Johnson at OEP to produce a cross-agency presentation

TOPIC: Spring Conference

Issues Discussed:

- Presidential and Vice-Presidential participation

Assignments and Deadlines:

- OEP to consider role of President and Vice President and get back to EPA

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CLIMATE CHANGE ACTION PLAN IMPLEMENTATION

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	IWG Policy Development (see next page)			

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INTERNATIONAL ENVIRONMENTAL ISSUES MANAGEMENT - GLOBAL CLIMATE CHANGE

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CLIMATE CHANGE ACTION PLAN IMPLEMENTATION

Brian Johnson
Communications group
list of companies

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Action Plan Implementation Monitoring and Assessment (EPA/DOE) name:	Program Implementation (EPA/DOE) name:	Legislative Implementation (Treasury, DOE) name:	Parking cash- out, hydro leasing	Spring 1994
		Budget Issues (OMB: agencies) name: <i>budget office</i>	FY95 process, <i>bring in long budget reprogramming</i>	ongoing
		Milestones (EPA: agencies) name:	develop milestones, review progress	March 1994, twice a year
		Spring Conference (EPA: DOE)	Earth Day Event	April 1994
	Emissions Tracking (EPA: DOE, USDA) name: <i>EIA</i>	--	Annual Emission Review	Annual, February(?)
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tie to pre-2000 activity
planning (air prices)

WB?
Subcomm?
Program Agmentation
(tie to policy dept)

Continuing → tie in horizontally to policy dept,
program imp, trends + forecasts, *status common*
↑
ideas needs evaluate

Committee (Chair)	Subcommittee (Chair: Members)	Working Group (Chair: Members)	Activities/ Products	Dates
International (State) name:	Joint Implementation (DOE, EPA: State, OEP) name:		Principles Fed Reg comments	Spring '95 Berlin Cop 60 days
	Technology Transfer (DOE, EPA: State, OEP) name:			
	Financial Assistance (Treasury, ?) name:			
	U.S. National Action Plan (State, OEP) name:	<u>Chapters:</u> Adaptation Science National Circumstances	Develop adaptation policies	August 1994
	International Negotiating Committee (State) name:	Americas of Committee	eval. 1993	Feb '94
Policy Development (OEP, NEC, OSTP) name:	Post-2000 (OEP, NEC, OSTP) name: Wab/berbaum, Ross			1994
	Transportation (OEP, NEC, OSTP) name:	Car Talk		end 1994

Addtl Near Term policies
 Program Simulation
 Science input

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260-0275

CLIMATE CHANGE ACTION PLAN IMPLEMENTATION

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(IWE fix)

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DRAFT

December 17, 1993

To: Marc Chupka
From: Sue Tierney
Christine Ervin
Peter Fox-Penner

cc: Distribution

Re: Comments on the Organization of the Interagency Climate Change
Action Plan Implementation Steering Effort

We appreciate the opportunity to provide comments on your proposed interagency steering structure. We believe that the intent and the broad outlines of the structure are sound, but we are concerned that the structure is too complex and pre-specified.

1. Composition and Role of the Steering Committee

We agree that we should continue to meet monthly in plenary fashion as the overall interagency steering committee. These meetings are irreplaceable and should serve as the interagency policy forum at the AS/PDAS level. We agree that, among other things, this group should be informed of substantial changes in CCAP Actions, such as consolidation of several Actions or significant budget changes.

2. Committee Structure and Leadership

At the level of Committees, we agree with the group of three shown in the proposal. However, we believe budget issues will be so important that a budget committee chaired by OMB (or co-chaired by OMB and OEP) should become a full-fledged standing committee. It is not sufficient to make budget a working group two levels below the steering committee, as your draft indicates. We believe the interagency meeting of budget and congressional staffs to discuss CCAP budget issues is properly the first act of this fourth committee.

* With respect to the original three committees, we believe that DOE should chair the Action Plan Monitoring and Assessment Committee. DOE has the largest set of actions and the largest budget devoted to CCAP. Of perhaps greater importance, our Green Room has an existing full-time staff of four people, including a technical editor, a secretary, and a meetings coordinator, all devoted entirely to CCAP implementation. This support group can serve as the secretariat for the Committee and assist in the tremendous logistical task of coordinating implementation across agencies.

As part of the Green Room operation, the Department has also implemented a computerized implementation tracking system. This system, which is being tested for use throughout the Department,

*ad Sue T for revision.**✓ DC
file
→*

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can easily be expanded to include Plan Actions in other agencies. We also have assigned to the Green Room a member of the Office of Planning and Analysis who specializes in program tracking and evaluation. This assignment reflects our commitment to implementation plans that incorporate program measurement concerns from the outset.

[The membership of the implementation committee should consist of one person from each agency with plan actions and one member of OEP. In general, each agency with Action responsibility should have the opportunity to name at least one representative to each committee.

With respect to the "Policy Development" committee, we think this name is somewhat misleading but the idea of the committee is good. We understand this committee to involve long-term policy issues as opposed to immediate policy issues, which will be brought to the attention of the steering group as a whole. Finally, with respect to the International Committee, the Department of State is the logical leader.

As we discussed, there may be a need to create horizontal communication between committees other than at monthly steering committee meetings. Consideration should be given to overlapping memberships in these committees, which could lessen the number of overall groups and meetings.

3. Subcommittees and Working Groups

We are concerned that your proposal needlessly pre-specifies the internal structure of the committees two levels down. It is sufficient for the interagency group to make clear to the Committees their general as well as specific responsibilities, actions, and deliverables. So long as the Committees remain responsible for timely delivery on their commitments, and remain inclusive and representative in their deliberations, we see no need to prespecify working groups. In a group whose calendars are bursting with meetings, the least we can do is empower the Committees to work with flexibility and a minimum of required structure.

We emphasize that we do not object to the subjects of the working groups on your draft, nor the activities, products, and dates. We believe these represent appropriate instructions to the Committees. What is not appropriate is to decide, for example, that emissions tracking and trends/forecasts should be two subcommittees rather than one.

We recommend that the Committees meet and report back to the steering committee as to their internal organization, list of

DRAFT December 17, 1993

actions, and timetable, at one of the next steering committee meetings. If at that time the steering committee is not comfortable with the substructure the committees themselves propose, we can always return to the structure specified in your draft.

Thank you very much for your consideration. We look forward to working with you to make the Action Plan a success.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

DEC 23 1993

OFFICE OF
POLICY, PLANNING AND EVALUATION

MEMORANDUM

SUBJECT: OEP's Proposal on Inter-Agency Organization of CCAP Implementation

TO: Marc Chupka, OEP

FROM: Karl Hausker *Karl Hausker*
Deputy Assistant Administrator

61 Mary Nichols *Mary Nichols*
Assistant Administrator, Air and Radiation

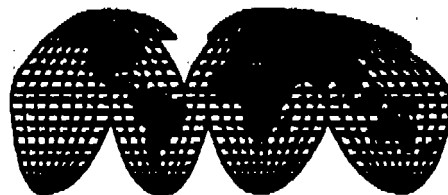
EPA overall agrees with OEP's proposed inter-agency organization of implementation of the CCAP, and has only a few comments, which are provided below. We also feel it would be useful to move quickly to clarify the functions and activities or products of each group identified.

1. The International Committee seems perhaps more complicated than necessary. It might be more appropriate to make the U.S. National Action Plan Committee a Working Group under the IWG (listed on the handout as the International Negotiating Committee), since that activity is really an intermittent task related to compliance with the Framework Convention. (Chapters will also be needed on GHG inventories and R&D). EPA believes that Treasury can chair the Financial Assistance Subcommittee alone. The existing inter-agency group, co-chaired by AID and EPA, which reviews GEF proposals for climate-related funding should be specified as a Working Group under the Financial Assistance Subcommittee.
2. The Policy Development Committee should include a Subcommittee on Adaptation. We suggest that DOI and NOAA co-chair this committee. It should have responsibility for preparing a national policy and the adaptation chapter for the U.S. National Action Plan for the Conference of the Parties.



3. We expect that the Implementation Committee to propose new initiatives to augment the CCAP, as an outgrowth of its review of programs. It would provide these to the Post-2000 Committee. To this end, EPA supports DOE's proposal to establish a Working Group for Program Augmentation under the Implementation Committee. We expect the Post-2000 Committee also to develop new options, review changes in the science, assess the adequacy of current commitments, and to assess the benefits of future actions.
4. EPA suggests changing the name of the Milestones Working Group to the Monitoring and Evaluation Working Group, to clarify its function.

Once there is agreement on the functions of the committees, EPA will nominate the chairs and members of the different committees. EPA will begin working with other agencies to fill in a few of the missing details in your proposal, regarding activities, products and relevant dates.



Climate Change Division

Office of Policy, Planning, and Evaluation (OPPE)

United States Environmental Protection Agency (EPA)

Mail Code PM-221

401 M Street SW, Washington, DC 20460

To: Mark Chupka
Organization: DEP
Phone: _____
Fax: 456-2710

From: Karl Hausker
Organization: EPA/OPPE/Climate Change Division
Phone: 202-260-8825
Fax: 202-260-8405

Date: 12/23/93
Pages including this
cover page: 3

Comments:



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460**

DEC 23 1993

**OFFICE OF
POLICY, PLANNING AND EVALUATION**

MEMORANDUM

SUBJECT: OEP's Proposal on Inter-Agency Organization of CCAP Implementation

TO: Marc Chupka, OEP

FROM: Karl Hausker *Karl Hausker*
Deputy Assistant Administrator

Mary Nichols
Assistant Administrator, Air and Radiation

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Hand mss.
12/26

① make working groups under
program implementation subcommittee
into subcommittees → no need

for that layer.
② Assume that INC / NAR are
the existing FWG groups.



United States Department of State

*Bureau of Oceans and International
Environmental and Scientific Affairs*

Washington, D.C. 20520

DATE: 12/23/93

TO:

NAME:

Marc Chupka

Tel:

456-6551

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ORG:

DOCUMENT DESCRIPTION:

NUMBER OF PAGES, INCLUDING THIS PAGE: 4

FROM:

NAME:

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Office of Global Change

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(202) 647-0191

OES/EGC

Room 4329-A

MESSAGE:

**United States Department of State****Bureau of Oceans and International
Environmental and Scientific Affairs****Washington, D.C. 20520**

December 23, 1993

TO: OEP - Marc Chupka

FROM: OES/E - Rafe Pomerance (RP)

SUBJECT: Comments on Climate Change Action Plan Implementation
Proposal

We have reviewed the proposed plan of work and have several specific comments. In addition, however, the proposed work plan raises a broader issue -- how should domestic and international aspects of our climate policy be brought together, i.e., through what mechanism or structure? It is not clear that any of us has given sufficient thought to this issue, which might benefit from further discussion. For this reason, we would urge that the work plan not be finalized until after the New Year when we will have a better opportunity to consider this issue.

In the meantime, our specific comments on the proposed work plan are as follows: State hold interagency JWG mty. - develop JI policy

- On the Joint Implementation Section, it should be made clear that there are two separate activities: (1) the U.S. Initiative, for which the State Department has principal authority; and (2) the Evaluation Panel, created by the IJI, which is jointly chaired by DOE and EPA. Results of Panel have to tell but not specific
- State and AID should be added to the Subcommittee on Financial Assistance.
- On the Section on National Plans, "International Activities", and "Research and Monitoring" should be added. We assume that the sections on "Mitigation" and "Inventories" will be prepared by the Subcommittees on Program Implementation and Emissions Tracking respectively (and these sections should be modified to reflect these activities/products).
- It may not be appropriate for the development of domestic adaptation policies to occur under the Subcommittee responsible for the development of the National Action Plan. Instead, it would be better if this exercise were

think State
Chair -
OEP

overight

-2-

coordinated by the domestic technical agencies, including EPA, USDA, DOI, NSF, NOAA and others in a separate forum. Perhaps NOAA, Interior and USDA could lead this effort. These results should then be integrated into the National Plan document. Thus, we urge that an additional Subcommittee on Adaptation be included under the Policy Development Committee.

- Given the strong link between the Post-2000 issues and the Intergovernmental Negotiating Committee, State should be added to the Post-2000 Subcommittee members. In this context, we note that this group will need to produce recommendations in the near term -- including potentially for INC 10 (to be held in Geneva from August 22-31, 1994) -- on additional commitments under the Climate Convention.

Principals (if necessary)



Deputies (if necessary)

(Katie, Sandy + Bo)



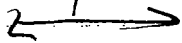
W H. NSC.



Elmer Carter

State Dept IWG for Global Env.

CCMG



We can put
Katie above
both if
that's what
she wants
like

I think
there are
it

includes

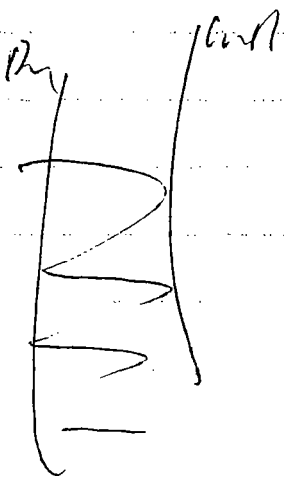
domestic issues →

"

"

- global climate issues (subgroup chaired by Kate)
 - INC negotiations
 - JI int'l side
- financing (GEF) issues (subgroup chaired by Treasury)

IWG - State Int'l
~~Subgroup~~ Activity



Marc - FYI - pls

return to me.

NOTE TO KATIE and CATHY

Subject: Climate Change

-CE 1/3

After carefully thinking through the future on Climate issues, particularly with respect to the matrix you handed out on responsibilities, I think there are some additional points that I need to make.

1. The CCMG was created to deal with the Action Plan. This is primarily a domestic responsibility (with international overtones).
2. In the Action Plan, some decisions were taken with respect to after the year 2000.
3. Our posture and process on international issues (negotiations, positions, etc.) is clear. The State Department runs the process and reports through the NSC.
4. There is a nexus here -- we have to take both sides into account as we move forward on either front.
5. But I am not going to give up my international responsibilities to the CCMG, nor I think, do you want that to happen. So I suggest you take out that portion of the matrix, and deal with it as a separate item that indicates what the process is. You should emphasize the importance of linkage between the two. This is, after all, why I sit on the CCMG, and why you participate in my process. But I don't want to merge them.

Let me know if you have any problems with this.

EILEEN

Eileen -

I really think the tone of this note is incredibly -- and absolutely unnecessarily -- haughty. Moreover, of course, retain responsibility for all aspects of policy -- domestic & international. I will review the structure

We have proposed. If it actually
incorporates international dimensions
of this issue, we can change it.
However, implementation of the
USITF, at least, will require a
strong international nexus. And
indeed, our entire perception of our
plan & future work on this
issue will need to be confirmed by
and will inform -- the international
sphere.

R.

cc: Cathy.

January 7, 1994

MEMORANDUM FOR: DISTRIBUTION

FROM: MARC CHUPKA

SUBJECT: JANUARY 12 STEERING COMMITTEE MEETING

As agreed at the Dec. 17 organizational meeting, the Steering Committee for Climate Change Action Plan implementation will meet **Wednesday, January 12, 4:00-6:00PM in Room 476, Old Executive Office Building.** A draft agenda follows. Please contact Jessica Hirst at 456-6224 if you have additional agenda items and/or to confirm your attendance. Also attached is the Dec. 17 meeting record and an updated draft of the organizational structure for your review.

Agenda:

1. Review organizational structure

- fill in contact people as appropriate
- "Program Augmentation" function → 2000, Impl., Mon. + Assessment

2. Program updates

- Legislative progress
- Budget

3. Upcoming INC meeting issues

- Adequacy
- Joint implementation

4. Spring conference?

~~Budget update~~

Distribution:

Mary Nichols
Christine Ervin
Sue Tierney
Jim Lyons
Rafe Pomerance
Alicia Munnell
Karl Hausker
Peter Fox-Penner
Alan Krupnick
Eileen Claussen
Brian Burke

T.J. Glauthier
Mortimer Downey
Heather Ross
Bob Watson

Mietus
Greg Perry
Spilman

Meeting Record
December 17, 1993

TOPIC: Organizational Structure and Management

Issues discussed:

- The need for a contact person for each committee or working group
- Accountability through a management hierarchy

Decisions or Outcome:

- Regular meeting second Wednesday of every month at 4:00PM
- Need input on organizational structure

Assignments and Deadlines:

- Comments on organizational structure due **Wednesday, December 22**

TOPIC: Program Augmentation

Issues Discussed:

- New ideas and needs will come from different committees and working groups
- How to structure development of additional actions within hierarchy

Decisions or Outcome:

- Needs further thought

TOPIC: Budget Issues

Issues Discussed:

- Joint DOE/EPA budget package on reprogramming

Decisions or Outcome:

- Meet with agency budget officers on reprogramming issues
- Meet with Congressional budget staff to discuss the package

Assignments and Deadlines:

- OMB to organize agency budget officers meeting for early January
- OMB to organize Congressional meeting

TOPIC: Communications

Issues Discussed:

- slide shows
- cross-agency prepared presentation

Decisions or Outcome:

- Agencies will develop their own presentations as needed, and will coordinate through Brian Johnson at OEP to produce a cross-agency presentation

TOPIC: Spring Conference

Issues Discussed:

- Presidential and Vice-Presidential participation

Assignments and Deadlines:

- OEP to consider role of President and Vice President and get back to EPA