

December 22, 1993

MEMORANDUM FOR PHILIP LADER
DEPUTY CHIEF OF STAFF

FROM: R. PAUL RICHARD
DEPUTY STAFF SECRETARY

SUBJECT: DEPUTIES MEETING

Per your request, following is a response to your request for information made at Monday's meeting.

I. 1994 Milestones

As you know, the Staff Secretary's office rarely initiates projects. Rather we serve as a conduit to the Oval Office, ensuring the presidential documents reflect the consensus of the President's advisors and the policy of the Administration. Thus, our milestones, such as they are, are driven by the milestones of the policy offices.

However, in this regard, it would be helpful for us to know what the White House milestones are in that it would allow us to help other offices in planning to meet external or self-imposed deadlines.

II. Projects requiring resources from other offices

On a continuing basis, one thing that would greatly assist our office is more attention to the preparation of briefing materials for the President. Too often, staff offices don't turn to the next day's schedule until the end of the day forcing them to prepare materials too quickly and with insufficient thought. The lateness of submission precludes our office from seeking revisions before materials are forwarded to the President.

III. Information to be reported weekly

For my part, I agree with David Dreyer that a long term look at the strategy/message/initiatives of the Administration would be most helpful. I think it would be helpful for those of us in mid-management to look up from the day-to-day focus and try to look at the longterm picture.

I hope that you find this helpful.

NOTES ON DEPUTIES' MEETING
January 17, 1994

- I. E-mail as presidential records - RPR to work with Podesta/Lader in developing followup policy and reminder about e-mail.
- II. Speeches - Dreyer reported on upcoming speeches, including the Georgetown accomplishments, and State of the Union.
- III. Everglades settlement - Lader reported that this was a good example of the process working. Productive meetings with outside parties and no leaks from within the WH.
- IV. Budget - Sperling requested a discussion of strategy related to the submission of the budget to inform staff of initiatives, priorities, etc.
- V. Balanced Budget Amendment - Sperling will circulate information on who has been assigned responsibilities concerning opposition to the BBA.