

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS
January 10, 2012
General Services Administration
1275 First Street NE, Room 201

- 9:00 a.m. MEET AND GREET
- 9:10 a.m. WELCOME
Eric Wachter
Chair, Council of Federal Executive Secretariats
Director, Office of the Executive Secretariat
Environmental Protection Agency
- Eleni Martin
Vice Chair, Council of Federal Executive Secretariats
Director, Office of the Executive Secretariat
General Services Administration
- 9:15 a.m. WELCOME/INTRODUCTION
Cynthia Metzler
Chief Administrative Services Officer
General Services Administration
- KEYNOTE SPEAKER
Bob Stafford
Tenant Solutions Director, 1800 F Transformation Team
General Services Administration
- 9:50 a.m. BEST PRACTICE
Interagency transfer letters
Council discussion
- 10:20 a.m. BREAK
- 10:30 a.m. COUNCIL COMMITTEES
Council discussion
- 10:45 a.m. WHITE HOUSE UPDATE
- 11:00 a.m. OLD BUSINESS/NEW BUSINESS
Meeting sites, best practices
- 11:15 a.m. OPEN FLOOR
- 11:30 a.m. ADJOURN