

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

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

February 7, 2012

American Red Cross National Headquarters

Board of Governors Hall

430 17th Street, NW

- 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
- Mike Robins
Federal Relations Liaison
Government Relations and Strategic Partnerships
American Red Cross
- 9:15 a.m. WELCOME/INTRODUCTION
Neal Denton
Senior Vice President Government Relations and Strategic Partnerships
American Red Cross
- KEYNOTE SPEAKER
Linda C. Mathes
Chief Executive Officer
American Red Cross National Capital Region
- 9:45 a.m. BEST PRACTICE
Katherine Spivey
Plain Writing Launcher
General Services Administration
- 10:15 a.m. BREAK
- 10:25 a.m. COMMITTEE REPORTS
- 11:00 a.m. WHITE HOUSE UPDATE
- 11:15 a.m. OLD BUSINESS/NEW BUSINESS
Transfer letters, invitation retention schedules, joint letters
- 11:30 a.m. OPEN FLOOR
- 11:45 a.m. ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

March 6, 2012

**U.S. Agency for International Development
1300 Pennsylvania Avenue, NW, Washington, D.C.**

- 9:00 a.m. MEET AND GREET
- 9:10 a.m. WELCOME
Eric Wachter
Chair, Council of Federal Executive Secretariats
Director, U.S. EPA Office of the Executive Secretariat
- 9:15 a.m. WELCOME/INTRODUCTION
Christa White
Executive Secretary, Office of the Executive Secretariat
USAID
- 9:20 a.m. KEYNOTE SPEAKER
USAID's Famine War Drought Campaign for the Horn of Africa
Matthew Johnson
USAID Bureau for Legislative and Public Affairs
- 9:50 a.m. COMMITTEE REPORTS
- 10:05 a.m. WHITE HOUSE UPDATE
- 10:20 a.m. BREAK
- 10:30 a.m. BEST PRACTICE
Plain Writing Act discussion
Benjamin Rhodside
Professional Staff of Chairman Daniel K. Akaka (D-HI)
Subcommittee on Oversight of Government Management,
the Federal Workforce, and the District of Columbia
U.S. Senate Committee on Homeland Security and
Governmental Affairs
- 11:00 a.m. OLD BUSINESS/NEW BUSINESS
Transfer letters, council survey results
- 11:20 a.m. OPEN FLOOR
- 11:30 a.m. ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

April 3, 2012

U.S. Environmental Protection Agency

Ariel Rios Federal Building South

Rachel L. Carson Great Hall

1200 Pennsylvania Avenue, NW, Washington, D.C.

- 9:00 a.m. MEET AND GREET
- 9:10 a.m. WELCOME
Eric Wachter
Chair, Council of Federal Executive Secretariats
Director, U.S. Environmental Protection Agency
Office of the Executive Secretariat
- 9:20 a.m. BEST PRACTICE
White House Casework Referral Process
Patrice Allen-Gifford, Department of Homeland Security
Clarence Finney, Department of State
Peter Lee, Department of Treasury
- 9:50 a.m. WHITE HOUSE UPDATE
- 10:00 a.m. KEYNOTE SPEAKER
Mercury and Air Toxics Standards
Janet McCabe
Principal Deputy Assistant Administrator
Office of Air and Radiation
- 10:30 a.m. BREAK
- 10:40 a.m. COMMITTEE REPORTS
- 10:50 a.m. OLD BUSINESS/NEW BUSINESS
Jointly signed letters, survey results, transfer letters, summer luncheon
- 11:05 a.m. OPEN FLOOR
- 11:15 a.m. ADJOURN

**Council of the Federal Executive Secretariats
U.S. Department of the Treasury
1500 Pennsylvania Avenue NW Washington, DC 20220
May 1, 2012**

9:00 a.m. MEET AND GREET

9:10 a.m. WELCOME
Eric Wachter
Chair, Council of Federal Executive Secretariats
Director, U.S. EPA Office of the Executive Secretariat

9:15 a.m. WELCOME/INTRODUCTION
Peter Lee
Interim Deputy Executive Secretary
U.S. Department of the Treasury

9:20 a.m. KEYNOTE SPEAKER
Tax Reform
Mark Mazur
Deputy Assistant Secretary, Office of Tax Analysis
U.S. Department of the Treasury

9:50 a.m. COMMITTEE REPORTS

10:05 a.m. WHITE HOUSE UPDATE

10:20 a.m. BREAK

10:30 a.m. BEST PRACTICE
Exec Sec Processes
Rebecca Ewing
Executive Secretary
U.S. Department of the Treasury

11:00 a.m. OLD BUSINESS/NEW BUSINESS

11:20 a.m. OPEN FLOOR

11:30 a.m. ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

June 5, 2012

Department of State

2201 C Street, NW, Washington, D.C.

- 9:00 a.m. MEET AND GREET
- 9:05 a.m. WELCOME
Eric Wachter
Chair, Council of Federal Executive Secretariats
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
- 9:05 a.m. WELCOME/INTRODUCTION
Clarence Finney
Director, Office of Correspondence and Records
Office of the Executive Secretariat
U.S. Department of State
- 9:10 a.m. KEYNOTE SPEAKER
Stephen Mull
Executive Secretary
Office of the Executive Secretariat
U.S. Department of State
- 9:40 a.m. BEST PRACTICE
Everest – web-based platform for paperless document submission
Clarence Finney
Director, Office of Correspondence and Records
Office of the Executive Secretariat
U.S. Department of State
- 10:10 a.m. WHITE HOUSE UPDATE
- 10:20 a.m. BREAK
- 10:30 a.m. COMMITTEE REPORTS
- 10:40 a.m. ORDER OF PRECEDENCE
Natalie R. Jones, Deputy Chief of Protocol Office
- 10:55 a.m. OLD BUSINESS/NEW BUSINESS
Jointly signed letters, summer luncheon
- 11:15 a.m. OPEN FLOOR
- 12:00 p.m. EIGHTH FLOOR DIPLOMATIC RECEPTION ROOM TOUR

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS
September 11, 2012
National Institutes of Health
Natcher Conference Center, Building 45, Room D

- 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
U.S. Environmental Protection Agency
- 9:10 a.m. WELCOME/INTRODUCTION
Ann Brewer
Director, Office of the Executive Secretariat
National Institutes of Health
- 9:15 a.m. BEST PRACTICE DISCUSSION
Leadership/Employee Training and Development
David Rosenmarkle, Program Manager for Executive Learning
Office of Learning & Workforce Development
U.S. Department of Energy
- 9:45 a.m. KEYNOTE SPEAKER
Participating from Bench to Bedside: Clinical Trials
Dinora Dominguez
Chief, Patient Recruitment and Public Liaison Section
National Institute of Health
- 10:15 a.m. WHITE HOUSE UPDATE
- 10:30 a.m. BREAK
- 10:40 a.m. OLD BUSINESS/NEW BUSINESS
Vice chair vacancy, jointly signed letters
- 10:45 a.m. PLAIN LANGUAGE DEMONSTRATION
NIH Computer-Based Plain Language Program
Ann Brewer
- 11:05 a.m. COMMITTEE REPORTS
- 11:20 a.m. OPEN FLOOR
- 11:30 a.m. ADJOURN



COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS

October 2, 2012

**U.S. Department of Housing and Urban Development
Brooke-Mondale Auditorium, Suite B**

- 8:30 a.m. MEET AND GREET
- 8:40 a.m. WELCOME
Eric Wachter
Chair, Council of Federal Executive Secretariats
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
- 8:45 a.m. INTRODUCTION of the Deputy Secretary
Dr. Dolores W. Cole
Director, Office of the Executive Secretariat
U.S. Department of Housing and Urban Development
- 8:45 a.m. GUEST WELCOME, OVERVIEW OF HUD
The Honorable Maurice Jones
Deputy Secretary
U.S. Department of Housing and Urban Development
- 9:00 a.m. OVERVIEW OF THE EXECUTIVE SECRETARIAT
Dr. Dolores W. Cole
- 9:15 a.m. BEST PRACTICE DISCUSSION
Greening the Executive Secretariat – Paperless Practices
Eric Wachter
Director, Office of the Executive Secretariat
U.S. Environmental Protection Agency
- 9:45 a.m. WHITE HOUSE UPDATE
- 10:00 a.m. BREAK
- 10:15 a.m. OLD BUSINESS/NEW BUSINESS
- 10:25 a.m. PLAIN LANGUAGE PRESENTATION
Terry Layton
Senior Editor
Department of Commerce
- 10:40 a.m. COMMITTEE REPORTS
- 10:55 a.m. OPEN FLOOR
- 11:00 a.m. ADJOURN

COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS
November 8, 2012
Federal Aviation Administration
800 Independence Avenue, NW

- 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
U.S. Environmental Protection Agency
- 9:10 a.m. WELCOME/INTRODUCTION OF GUEST SPEAKERS
Mary Jefferson
Director, Executive Secretariat
Federal Aviation Administration
- 9:15 a.m. WELCOME
David Weingart
Chief of Staff
Federal Aviation Administration
- 9:30 a.m. KEYNOTE SPEAKER
Passenger Bill of Rights
Kim Graber
Office of the Assistant General Counsel for Aviation Enforcement
and Processing
- 10:15 a.m. WHITE HOUSE UPDATE
- 10:30 a.m. BREAK
- 10:40 a.m. BEST PRACTICE COUNCIL DISCUSSION
Awards, Certificates and Scout Letters
- 11:10 a.m. COMMITTEE REPORTS
- 11:20 a.m. OLD BUSINESS/NEW BUSINESS
- 11:30 a.m. OPEN FLOOR
- 11:35 a.m. ADJOURN