

From: Moore, Toye
Sent: Fri, 27 Jun 2025 21:50:07 +0000
To: Alana.Wilson@shell.com; Lamanna, Isabelle
Cc: Secretary; Travis, Garland; Younger, Treva
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan
Attachments: 9th st.pdf

Great! Thank you, Alana!

Our Address: 1000 Independence Ave SW, Washington, D.C. 20585. Enter on the 9th Street side (see attached map).

Upon arrival our protocol team will greet them curbside and escort through security and on to the 7th floor executive suite.

Note: Please advise if they will have personal security.

If a personal driver, the driver and vehicle may remain at the arrival point for the duration of the meeting.

V/r,

Toye Moore
 Program Specialist
 Office of Scheduling and Advance
 U.S. Department of Energy
Toye.Moore@hq.doe.gov
 Office: (202) 586-5534

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Thursday, June 26, 2025 4:20 PM
To: Moore, Toye <toye.moore@hq.doe.gov>; Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>; Travis, Garland <garland.travis@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Yes – both Ms. Hirstius and Mr. Shull are (b) (6) I will make sure they bring their government id for entering the building.

Charlie Shull: US Corporate Relations Lead

Let me know if you have other questions, or if you are able to send instructions for where they should check in when they arrive at DoE.

Thank you!
 Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) | www.shell.us

From: Moore, Toye <toye.moore@hq.doe.gov>
Sent: Tuesday, June 24, 2025 11:35 AM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>; Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>; Travis, Garland <garland.travis@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Thank you for the clarification!

If both Ms. Wilson and Mr. Shull are (b) (6), no form is required.

May we have Mr. Shull's title?

V/r,

Toye Moore
Program Specialist
Office of Scheduling and Advance
U.S. Department of Energy
Toye.Moore@hq.doe.gov
Office: (202) 586-5534

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Tuesday, June 24, 2025 11:12 AM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>; Moore, Toye <toye.moore@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>; Travis, Garland <garland.travis@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

That is correct – only one meeting on July 9th at 1:00pm ET with Colette Hirstius. From our team, Charles Shull will join her. Please let me know if you have a form you'd like for us to fill out or what other details you need.

Thank you!
Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) | www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Friday, June 20, 2025 10:26 AM
To: Moore, Toye <toye.moore@hq.doe.gov>; Wilson, Alana P SHLUSA-CRA/U

<Alana.Wilson@shell.com>

Cc: Secretary <the.secretary@hq.doe.gov>; Travis, Garland <garland.travis@hq.doe.gov>

Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Hi Toye!

Sorry for any confusion and Alana correct me if I'm wrong but there will only be one meeting on the 9th at 1pm with Colette Hirstius.

Thank you,

Izzy

From: Moore, Toye <toye.moore@hq.doe.gov>

Sent: Friday, June 20, 2025 9:38 AM

To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>; Alana.Wilson@shell.com

Cc: Secretary <the.secretary@hq.doe.gov>; Travis, Garland <garland.travis@hq.doe.gov>

Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Good morning,

Just for clarification, there are two meetings being scheduled?

Wednesday, July 9 at 1:00p with Shell CEO, **Wael Sawan**

AND

Thursday, July 10 at 3:00p with Shell's new President, **Colette Hirstius**

If the above is correct, will there be any other attendees to either of these meetings?

V/r,

Toye Moore

Program Specialist

Office of Scheduling and Advance

U.S. Department of Energy

Toye.Moore@hq.doe.gov

Office: (202) 586-5534

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>

Sent: Wednesday, June 18, 2025 5:06 PM

To: Alana.Wilson@shell.com

Cc: Secretary <the.secretary@hq.doe.gov>; Travis, Garland <garland.travis@hq.doe.gov>; Moore, Toye <toye.moore@hq.doe.gov>

Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Great! Confirmed for 1-1:30 on the 9th. Who will be joining from your side?

Looping in our protocol team for entry instructions.

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Wednesday, June 18, 2025 4:55 PM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Yes, we can do that!

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From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Wednesday, June 18, 2025 4:51 PM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Hi Alana!

Is there anyway we could do 1pm on the 9th?

Thank you,

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Monday, June 16, 2025 12:55 PM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

Happy Monday! We can do 3pm on the 9th, if that works on your end. Let me know and we can confirm.

Thank you,
Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Wilson, Alana P SHLUSA-CRA/U
Sent: Wednesday, June 11, 2025 2:27 PM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Let me check!

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Wednesday, June 11, 2025 2:01 PM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Thank you so much for being flexible. If there is flexibility, could I bother you to move to July 9th... I'm so sorry for the back and forth.

We could do 3pm or 4:30 pm on the 9th.

Thank you,

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Wednesday, June 11, 2025 11:04 AM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

That works great! Confirmed for 3pm on July 10th. She will be flying in from New Orleans, but will be in DC on the 9th and 10th if we need to adjust the timing slightly.

Thank you for your help, and have a nice week.

-Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Wednesday, June 11, 2025 10:41 AM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Thanks so much for the quick response, Alana!

We could do 3pm on July 10th if that works for y'all?

Thank you,

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Wednesday, June 11, 2025 10:25 AM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

Nice speaking with you yesterday. Ms. Hirstius is traveling the week of the 23rd already, so if we can look to the 3pm time on July 10th for her to meet with Secretary Wright? Appreciate all your help, and understand the busy nature of the Secretary's schedule! Let me know if you have questions for me and we will be in touch shortly with the logistics and such.

Thanks!
Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Tuesday, June 10, 2025 2:53 PM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Hi Alana!

I hope you are having a great week. I just tried to give you a call but unfortunately, we had a White House event that has affected our meetings on Friday so I wanted to see what the possibility of rescheduling to the week of the 23rd is?

I'm so sorry for the change of plans on our end and please let me know if that week sometime during the 23rd-26th would work!

Izzy

From: Lamanna, Isabelle
Sent: Monday, May 19, 2025 4:54 PM
To: Alana.Wilson@shell.com
Cc: Secretary <The.Secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Thank you, Alana! Confirming this for 3pm.

Please let us know who else will be joining the meeting.

Looping in Garland and Toye to help with Security logistics.

Thank you,

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Monday, May 19, 2025 9:03 AM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] Re: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

June 13th at 3pm ET will work well for Ms. Hirstius. Please let me know what security information you will need from our team, and appreciate your help confirming a time!

-Alana

On May 16, 2025, at 5:18 PM, Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com> wrote:

Hi Izzy,

Great – let me check with our team and I'll be right back to you.

Thanks!

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Friday, May 16, 2025 3:32 PM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Hi Alana and Happy Friday!

Thanks so much for the update here. His week has filled up quite a bit, but we have some availability on Friday June 13th at 3pm EST if that would work?

I know that's a Friday afternoon so we could also accommodate Thursday June 19th at the moment as well!

Thank you and have a great weekend!

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Friday, May 16, 2025 12:44 PM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

Happy Friday! Wanted to circle back here, as you may have seen we have announced that Colette Hirstius, our EVP Gulf of America will be our new President Shell USA, Inc. effective August 1st, however we have started the transition from Gretchen Watkins to Ms. Hirstius as President. Wanted to check on the week of June 9th and see if Secretary Wright would still have any availability to sit down with Ms. Hirstius that week? Right now, the best day is likely the 11th however we would be able to accommodate any day that week. If that week no longer works well, happy to look at other dates for the Secretary and Ms. Hirstius to meet in DC. Appreciate your help, and talk soon.

-Alana

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From: Wilson, Alana P SHLUSA-CRA/U
Sent: Wednesday, April 30, 2025 1:05 PM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Great, checking with our team and will be back shortly regarding week of the 9th! Also, if plans change for the 29th, we are flexible that day so just let me know.

Talk soon!
Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Tuesday, April 29, 2025 3:47 PM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Hi Alana!

I hope you are having a great week. At the moment we are still moving forward with out planning for the trip that would have us gone that week of the 28th and 29th.

The week of June 9th is great, so please let me know what that looks like for y'all!

Have a great week and I look forward to hearing from you soon.

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Tuesday, April 29, 2025 3:29 PM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

Thanks for your patience – was checking a few things with our team. That sounds great, please just let us know how your planning is coming together, and if the Secretary is in town on the 29th would love to arrange a meeting between him and Mr. Sawan. I'll check back with you in about 2 weeks, and we can make a plan.

For the week of June 9th, we are checking availability there, and I should have a better answer for you in about a week or so. All to say, we can just stay in touch over the next few weeks and hope schedules align one way or the other.

Let me know if you have any questions, and will be in touch soon!

-Alana

Alana Wilson Business & Policy Integration Advisor | U.S. Corporate Relations | SHELL | 1050 K Street, NW Suite 700 | Washington, DC 20001 | M: (b) (6) www.shell.us

From: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Sent: Monday, April 28, 2025 8:35 AM
To: Wilson, Alana P SHLUSA-CRA/U <Alana.Wilson@shell.com>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: RE: Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

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Hi Alana!

I hope you had a great weekend! Thank you so much for your follow-up on this. As of right now we have a tentative hold for a trip during that week and the following. Would you mind checking back in in 2 weeks when we will have a more solid idea if that is happening or not?

If it doesn't happen, we can work to make something on the 29th work! If it does, do you have any availability the week of June 9th that we could set something up for?

Thank you,

Izzy

From: Alana.Wilson@shell.com <Alana.Wilson@shell.com>
Sent: Friday, April 25, 2025 11:47 AM
To: Lamanna, Isabelle <Isabelle.Lamanna@hq.doe.gov>
Cc: Secretary <the.secretary@hq.doe.gov>
Subject: [EXTERNAL] Meeting Request: Sec. Wright and Shell PLC CEO Wael Sawan

Hi Izzy,

Hope you are well! Shell Plc CEO Wael Sawan will be back in DC for the Kuwait America Foundation dinner May 28th and 29th. Wanted to put in a formal request for him to meet with Secretary Wright during his visit, preferably on the 29th if at all possible. I have attached the meeting request form, but please let me know if you need anything else from our team and I look forward to hearing from you.

Have a nice weekend, and talk soon!

-Alana

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