

From: "SIO, Scheduling" <scheduling_sio@ios.doi.gov>

To: "Suzanne.Swink@bp.com" <Suzanne.Swink@bp.com>

Subject: Request for a meeting with Secretary Bernhardt July 2019 ...

Date: Wed, 10 Jul 2019 14:51:30 +0000

Importance: Normal

Attachments: DB_Meeting_Information_Request_Form_2019.docx

Dear Suzanne,

Thank you for requesting a meeting with Secretary Bernhardt. Per our conversation, can I please trouble you to fill out the attached meeting request form we ask of everyone. Thank you in advance for your time and I appreciate your understanding.

Thank you!

Leila

U.S. Department of the Interior
Office of Scheduling and Advance
Immediate Office of the Secretary
Office: 202-208-7551

#1364034.1

Meeting Information Request Form

To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter and because the Office of the Secretary is committed to maintaining the highest ethical standards, we need the information requested below before we can agree to schedule a meeting¹.

Please respond to the questions below and send your response to scheduling@ios.doi.gov.
If you have any questions you may contact the Scheduling Office at 202-208-7551.

Requesting individual/organization: (Please identify the person(s) name and affiliation) requesting the meeting, including any background information on the affiliated organization(s).)	
Contact information (Name, Email, Phone):	
Please describe the action sought from the Office of the Secretary:	
Proposed meeting date (if date is flexible please indicate a proposed date range): Please identify any time sensitivity that impacts the date of the meeting, such as court-ordered or statutory deadline:	
Proposed meeting location (City, State):	
Expected meeting participants (name, title, and organizational affiliation):	
Are any expected meeting participants registered lobbyists or lobbying organizations, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)	
Are any expected meeting participants a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	

¹Per the Administration Ethics Pledge, the Secretary agreed that he will not for a period of two years from the date of his appointment participate in any particular matter involving specific parties in which a former employer or client of his is or represents a party, if he served that former employer or client during the two years prior to his appointment, absent a waiver under Section 3 of Executive Order No. 13770. This includes recusal from any meeting or other communication with such a former employer or client unless (1) there are five or more different stakeholders present and (2) no particular matters involving specific parties are discussed.

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Do any expected meeting participants seek or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please identify.)	
Were any of the expected meeting participants previously represented by the Secretary? (If yes, please identify.) Are any of the expected meeting participants currently represented in any matter by Brownstein Hyatt Farber Schreck, LLP? (If yes, please identify.)	
Describe the proposed meeting topic/ agenda, provide available briefing materials, and identify desired outcome(s):	
Will the meeting involve legislation, broad policy options, or other general matters that involve a large and diverse range of persons and interests? (If yes, please describe.)	
Will the meeting involve regulations, rules, or other matters that impact a specific industry, sector of the economy, or group of persons? (If yes, please describe.)	
Will the meeting involve a litigation matter, a permit, a grant, a contract, or any other matter that involves specific parties? • If yes, please identify the matter and list the specific parties. • Are any of the parties represented by Brownstein Hyatt Farber Schreck, LLP, in the matter? (If yes, please identify.)	
With which Bureau(s) or Office(s) does the proposed meeting agenda most align? Please list all, if more than one.	
If the Secretary is unable to meet, is a surrogate desired? If yes, anyone specific?	
Any additional notes or information?	

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