

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

To: Michelle Chavez <michelle@westerncaucusfoundation.org>

Cc: "Patterson, Andrew M" <andrew_patterson@ios.doi.gov>, "Coons, Sydney A" <sydney_coons@ios.doi.gov>

Subject: Fw: Fw: [EXTERNAL] WCF Invite for Sec. Bernhardt: Winter Policy Roundtable in Fort Worth, December 5th

Date: Mon, 23 Nov 2020 16:03:44 +0000

Attachments: DB_Event_Information_Request_Form_2019.docx

Dear Michelle,

Thank you for the thoughtful invitation to Secretary Bernhardt. He appreciates the opportunity and accepts. I have cc'd my colleagues, Andrew Patterson and Sydney Coons, who will follow up with you to coordinate the details of his participation.

Thank you again,
Leila

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

From: Michelle Chavez <michelle@westerncaucusfoundation.org>

Sent: Friday, November 20, 2020 2:31 PM

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

Subject: Re: Fw: [EXTERNAL] WCF Invite for Sec. Bernhardt: Winter Policy Roundtable in Fort Worth, December 5th

Leila,

Thanks for your patience! Here is the completed form. Please let me know if you have any questions or further concerns. I hope the Secretary can join!

Thanks,

Michelle

On Fri, Nov 20, 2020 at 1:09 PM SIO, Scheduling <scheduling_sio@ios.doi.gov> wrote:

Michelle -- thank you for taking the time to speak with me. Attached is the speaking request form we discussed. We greatly appreciate your time and help.

Thank you!
Leila

U.S. Department of the Interior
Office of Scheduling and Advance
Immediate Office of the Secretary

#1364267.1

Office: 202-208-7551

From: Rojewski, Cole J <cole_rojewski@ios.doi.gov>

Sent: Monday, November 16, 2020 11:07:19 AM

To: Hebert, Samantha T <samantha_hebert@ios.doi.gov>

Subject: FW: [EXTERNAL] WCF Invite for Sec. Bernhardt: Winter Policy Roundtable in Fort Worth, December 5th

From: Michelle Chavez <michelle@westerncaucusfoundation.org>

Sent: Thursday, October 22, 2020 3:27 PM

To: Rojewski, Cole J <cole_rojewski@ios.doi.gov>

Cc: Vander Voort, Faith C <faith_vandervoort@ios.doi.gov>

Subject: [EXTERNAL] WCF Invite for Sec. Bernhardt: Winter Policy Roundtable in Fort Worth, December 5th

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Hi Cole and Faith,

Hope you have both been doing well. The Western Caucus Foundation would like to invite Secretary Bernhardt to our upcoming Winter Policy Roundtable in Fort Worth, Texas on Saturday, December 5th. We'll also be hosting a couple of receptions around the National Finals Rodeo - would be great to have him at any of our events if his schedule allows.

Attached is a formal invitation and our draft agenda with event details. A detailed agenda will be released soon. We hope he join us for a great policy discussion. Let me know if you have any questions.

Of course, you both are also invited to attend our weekend of programming! We're excited to start hosting in person events once again.

Best,

Michelle Chavez

Western Caucus Foundation | www.westerncaucusfoundation.org

400 N. Capitol St. | Washington, DC 20001

Cell: 505.918.0380 | Email: michelle@westerncaucusfoundation.org

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Follow us on Twitter @WestCaucusFound

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Michelle Chavez

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Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event 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 confirm a speaker¹.

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.

Title of the Event (please note if the event is a weekly, monthly, annual, etc.):	WCF Winter Western Roundtable & Field Tour (Annual Winter Meeting)
Date of Event (please note if the date is flexible):	December 4 th and 5 th . (Saturday, Dec. 5 th is preferred) Not Flexible
Event Location (venue, address, city and state):	Sat. Dec. 5 th : Fort Worth Zoo, Ft. Worth, TX. Or, National Finals Rodeo in Ft. Worth, Texas
Point(s) of Contact (Name, Email, Phone):	Michelle Chavez michelle@westerncaucusfoundation.org 505.918.0380
Briefly describe the event in detail including the purpose and desired role of the Secretary:	Our annual Winter Roundtable covers a variety of topics that affect Rural and Western Policies. We would like for Sec. Bernhardt to keynote of DOI achievements, as well as final rules from the Administration.
Please describe any specific request of the Secretary at the event (i.e. deliver keynote remarks, attend an event, meet with attendees etc.):	We would like for Sec. Bernhardt to keynote of DOI achievements, as well as final rules from the Administration at our policy roundtable on December 5 th , and join our other receptions on Dec. 4 th if available.
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	Our policy roundtable is a free and widely attended event – NOT a fundraiser. Our receptions are fundraising events for the foundation, but do not require a contribution to attend.
Event Host and Sponsor	
Who is the <u>event host</u> ? (Please identify and provide background on the Event host as well as any other organization involved in the Event.)	Western Caucus Foundation, a 501 c 3 not for profit organization.

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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Is the <u>event host</u> a registered lobbyist or lobbying organization, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)	No.
Is the <u>event host</u> a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	No.
Is the <u>event host</u> a 501(c)(3) organization or a media organization? (If yes, please identify.)	Yes, WCF is a 501 c 3 non profit org.
Is the <u>event host</u> seeking or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	No, N/A
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	WCF is the sole sponsor and host of all events produced this scheduled weekend.
Are any event <u>sponsors</u> seeking or do they currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	No.
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	- DOI - EPA - USDA USFS
Audience	
Approximately how many people are expected to attend the event?	35-50 guests. (With Safety and health recommendations to be followed) (at roundtable, field tours, and receptions.)
Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).	Expected attendees include stakeholders from private sector, other Administration officials, Members of Congress, Congressional Staff and local Stakeholders of the area/ Foundation.
Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? (If yes, please describe.)	Yes; Expected attendees include stakeholders from: Agriculture, forestry, energy, and entertainment industries.
Is the event open to the public? If not, please describe who is invited.	This event is public, but by invitation only.

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Who are other VIPs or speakers confirmed and in what role?	Aurelia Skipwith – USFW Service Director Senator Daines – Co host Rep. Gosar- Chair/Host Rep. Newhouse – New Caucus Chair Expected – other Western Caucus Members of Congress
Who are other VIPs or speakers invited?	- State and local and regional officials from Texas State
Remarks	
If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?	No – we would like for the Secretary to cover his achievements throughout this administration in relation to Western Caucus legislative priorities.
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?	Keynote speech during policy roundtable. (10-15 minutes)
What is the public registration/ticket fee to attend/participate in the event?	\$0. Roundtable is free of charge.
Communications	
Is the event open or closed to press?	This event will be open to the press. (Roundtable only)
If open, are you expecting local, trade, state, or national news coverage?	Local and trade news coverage.
If this is an annual event, which news outlets typically cover the event?	N/A
Will you be advertising or live streaming the event on any social media outlets? (If yes, please explain.)	Yes - Livestream possible; If livestreamed, would be via Zoom and Facebook Live.
Logistics/Other*	
What does the invitation include: registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; memento or token of appreciation; and/or travel (ground or air transportation, hotel, etc.).	Drinks/beverages and lunch is included for our roundtable attendees. Expected charges: \$18/pp For receptions: \$35/pp Included light snacks and refreshments.

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Does all or part of the invitation to the Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Secretary's participation in the event? (If yes, please identify.)	Yes, essential staff is welcome, along with any policy aides the secretary would like to bring.
Does the invitation extend to the Secretary's spouse or other guest? If yes, will others in attendance generally be accompanied by a spouse or other guest?	Spouses and family members are welcome to join all listed events on our agenda.
What is the monetary value of the invitation to the Secretary, etc.? Please identify how the costs were determined. (Please attach separate sheet if necessary.)	\$0
Please supply any other pertinent background information for the event (history of the event, prior attendance by DOI officials, draft agendas, event website, promotional/advertising materials, outreach plan, etc.):	This annual winter policy event is typically attended by Other DOI attendees from the Congressional Affairs Team, and USFS, EPA, USDA as well.
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	No.
Any additional notes or information?	Communications plan will be formalized by end-November with above decisions.

***IMPORTANT NOTE: The purpose of these questions is to elicit information relevant to the ethics analysis and is not a solicitation or request for anything of value by the Department or any of its employees.**

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