

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

To: Joe Rassenfoss <joe@westgov.org>, James Ogsbury <jogsbury@westgov.org>

Cc: Leila Getto <leila_getto@ios.doi.gov>

Subject: Fwd: [EXTERNAL] SPEAKER FORM: WGA Annual Meeting

Date: Wed, 19 Feb 2020 16:35:37 +0000

Importance: Normal

Attachments: DOI_Speaker_Form_for_WGA_Meeting.docx

Dear Joe and James,

Secretary Bernhardt appreciates the invitation to speak at your annual meeting on June 28-July 2 in Medora, ND. Thank you for the opportunity. Do you need anything else from me to confirm his participation? Can you please let me know which day you would like him to speak?

Thank you!

Leila

U.S. Department of the Interior

Office of Scheduling and Advance

Immediate Office of the Secretary

Office: 202-208-7551

----- Forwarded message -----

From: **Joe Rassenfoss** <joe@westgov.org>

Date: Fri, Jan 17, 2020 at 5:44 PM

Subject: [EXTERNAL] SPEAKER FORM: WGA Annual Meeting

To: skyler_zunk@ios.doi.gov <skyler_zunk@ios.doi.gov>

Skyler: Attached find the requested event info form. Let me know what other information you need.

Joe Rassenfoss

Communications Director, [Western Governors' Association](#)

303-803-8008

SAVE THE DATE: WGA Annual Meeting | June 28 – July 2, 2020 | Medora, ND

#1363723.1

From: skyler_zunk@ios.doi.gov <skyler_zunk@ios.doi.gov> **On Behalf Of** SIO, Scheduling
Sent: Friday, January 17, 2020 7:31 AM
To: James Ogsbury <jogsbury@westgov.org>
Subject: Fwd: [EXTERNAL] WGA Annual Meeting Invitation | June 28 - July 2, 2020 | Medora, North Dakota

Jim,

Thank you for your kind invitation to Secretary Bernhardt. I had the chance to travel with Secretary Bernhardt to Medora in September and I was taken aback by the natural beauty of the area. Do you know if they have been able to fix the collapsed road?

Could I trouble you to fill out the attached event information form? Once we receive this back, our office will be able to better process your request.

Thank you,

Skyler

U.S. Department of the Interior

Office of Scheduling and Advance

Immediate Office of the Secretary

Office: 202-208-7551

----- Forwarded message -----

From: **Williams, Timothy** <timothy_williams@ios.doi.gov>
Date: Tue, Jan 14, 2020 at 10:49 AM
Subject: Fwd: [EXTERNAL] WGA Annual Meeting Invitation | June 28 - July 2, 2020 | Medora, North Dakota
To: SIO, Scheduling <scheduling@ios.doi.gov>

----- Forwarded message -----

From: **James Ogsbury** <jogsbury@westgov.org>
Date: Thu, Jan 9, 2020 at 3:23 PM
Subject: [EXTERNAL] WGA Annual Meeting Invitation | June 28 - July 2, 2020 | Medora, North Dakota
To: Timothy_williams@ios.doi.gov <Timothy_williams@ios.doi.gov>

#1363723.2

Dear Secretary Bernhardt:

On behalf of the Western Governors, attached please find an invitation letter to the Western Governors' Association Annual Meeting, June 28 – July 2, 2020 in Medora, North Dakota.

If you have any questions or require further information, please do not hesitate to contact me. In the meantime, with warm regards and best wishes, I am

Respectfully,

Jim Ogsbury

James D. Ogsbury

Executive Director | [Western Governors' Association](#)

303.623.9378 | m: 303.520.1882

1600 Broadway, Suite 1700 | Denver, Colorado 80202

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Tim Williams
Director
Intergovernmental & External Affairs
Office of the Secretary
U.S. Department of the Interior
Desk: (202) 208 6015

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NOTE: Every email I send or receive is subject to release under the Freedom of Information Act.

#1363723.3

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.):	2020 Annual Meeting of the Western Governors' Association
Date of Event (please note if the date is flexible):	Meeting sessions will be held June 30-July 1, 2020
Event Location (venue, address, city and state):	Medora, North Dakota
Point(s) of Contact (Name, Email, Phone):	Joe Rassenfoss, WGA Communications Director, 303-803-8008 or joe@westgov.org
Briefly describe the event in detail including the purpose and desired role of the Secretary:	The 2020 Annual Meeting of the Western Governors' Association will bring together as many as a dozen Western Governors to have public discussions of the most critical policy issues facing the region. In addition, special guests, such as the Secretary, will address regional issues from the federal perspective and have public conversations onstage with the Governors.
Please describe any specific request of the Secretary at the event (i.e. deliver keynote remarks, attend an event, meet with attendees etc.):	WGA invites the Secretary to deliver a keynote of 15-20 minutes and then have a public conversation onstage with the attending Governors for another 10-15 minutes. The Secretary may also arrange time for private meetings outside the hours of the public meeting sessions with Governors as needed.
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	No.
Event Host and Sponsor	
Who is the event host? (Please identify and provide background on the Event host as well as any other organization involved in the Event.)	The Western Governors' Association is the event host.

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.

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.)	WGA is a non-profit organization.
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.
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	WGA runs the event.
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.)	See above.
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	BLM, USFS, NPS, BoR
Audience	
Approximately how many people are expected to attend the event?	More than 300 are expected.
Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).	Western Governors and our attendees, who are typically policy-oriented members of public and private sector companies.
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.
Is the event open to the public? If not, please describe who is invited.	The public may purchase a pass to the meeting.

#1364766.2

Who are other VIPs or speakers confirmed and in what role?	Too early for a list, we can share more information as we get closer.
Remarks	
If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?	Only that the Secretary consider focusing remarks on issues of particular interest for Western Governors.
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?	The Secretary would speak at a podium with a fixed microphone or a lavalier mic on stage; the Governors would be seated onstage as well. The Administrator will speak in a ballroom/type space on a proscenium-type stage. After the remarks, he will have a public conversation onstage with the attending Governors for another 10-15 minutes
What is the public registration/ticket fee to attend/participate in the event?	Approximately \$700 for a three-day pass.
Communications	
Is the event open or closed to press?	Open to registered press; WGA will share the list of registered media with your team.
If open, are you expecting local, trade, state, or national news coverage?	Yes.
If this is an annual event, which news outlets typically cover the event?	Local newspapers and broadcast outlets, as well as national organizations such as the Associated Press and E&E News.
Will you be advertising or live streaming the event on any social media outlets? (If yes, please explain.)	We do not livestream the event. We do promote it with content on our website and in our email newsletters.
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.).	We waive the registration fee for speakers.
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 on security; we would work on day passes for additional staff.
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?	Most guests come without a guest or spouse, but we are open to discussion.

#1364766.3

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.)	As the Secretary is a speaker, and we waive all registration fees for speakers, there is no monetary value.
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.):	The Western Governors' Association has been hosting annual meetings since its formation in 1984. Over that period, virtually every Cabinet Secretary has spoken to the organization. Secretary Bernhardt took part in our 2019 Annual Meeting in Vail, Colorado.
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	No.
Any additional notes or information?	Let us know your additional questions.

***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.**

#1364766.4