

**From:** "Getto, Leila" <leila\_getto@ios.doi.gov>

**To:** "KajsA@api.org" <KajsA@api.org>

**Cc:** Scheduling SIO <scheduling\_sio@ios.doi.gov>, Skyler Zunk <skyler\_zunk@ios.doi.gov>

**Subject:** Fwd: [EXTERNAL] Letter of Invitation for the Secretary

**Date:** Tue, 11 Feb 2020 17:35:10 +0000

**Importance:** Normal

**Attachments:** Dept\_of\_Interior\_Event\_Request\_Form\_Final.docx

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Hi Allison! Thank you for your email. My colleague Skyler manages the Secretary's invitations and will follow up with any questions. Thank you for your patience. Leila

*Leila Getto  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Deputy Director, Scheduling and Advance  
Direct: 202-208-5359; Main 202-208-7511; Cell: 202-706-9435  
Email: [leila\\_getto@ios.doi.gov](mailto:leila_getto@ios.doi.gov)*

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

From: **Allison Kajs** <[KajsA@api.org](mailto:KajsA@api.org)>

Date: Tue, Feb 11, 2020 at 11:00 AM

Subject: RE: [EXTERNAL] Letter of Invitation for the Secretary

To: Getto, Leila <[leila\\_getto@ios.doi.gov](mailto:leila_getto@ios.doi.gov)>

Cc: Scheduling SIO <[scheduling\\_sio@ios.doi.gov](mailto:scheduling_sio@ios.doi.gov)>

Hi Leila,

Attached is the final Event Request Form approved by our team at API. Please let us know if you have any questions or need any additional information.

We really appreciate your help!

Best,

*Allison Kajs*

*Operations Specialist*

**#1363295.1**

American Petroleum Institute  
200 Massachusetts Ave, NW  
Washington, DC 20001  
202-682-8058 | 940-733-8212 (c)  
[KajsA@api.org](mailto:KajsA@api.org)

**From:** Getto, Leila <[leila\\_getto@ios.doi.gov](mailto:leila_getto@ios.doi.gov)>  
**Sent:** Monday, February 3, 2020 1:09 PM  
**To:** Allison Kajs <[KajsA@api.org](mailto:KajsA@api.org)>  
**Cc:** Scheduling SIO <[scheduling\\_sio@ios.doi.gov](mailto:scheduling_sio@ios.doi.gov)>  
**Subject:** Fwd: [EXTERNAL] Letter of Invitation for the Secretary

Hi Allison!!!! It's great to hear from you!

Can I trouble you for a little more information by filling out the attached form that we ask of everyone? I greatly appreciate your time and help.

Thank you!

Leila

*Leila Getto  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Deputy Director, Scheduling and Advance  
Direct: 202-208-5359; Main 202-208-7511; Cell: 202-706-9435  
Email: [leila\\_getto@ios.doi.gov](mailto:leila_getto@ios.doi.gov)*

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

From: **Allison Kajs** <[KajsA@api.org](mailto:KajsA@api.org)>  
Date: Fri, Jan 31, 2020 at 3:09 PM  
Subject: [EXTERNAL] Letter of Invitation for the Secretary  
To: [leila\\_getto@ios.doi.gov](mailto:leila_getto@ios.doi.gov) <[leila\\_getto@ios.doi.gov](mailto:leila_getto@ios.doi.gov)>

**#1363295.2**

Hi Leila,

It is been way too long, but I hope that all is well!

I recently took a new job to join Amanda Eversole's team at API. Part of my new role is assistant with the Board of Directors events and our CEO, Mike Sommers, is extending an invitation to Secretary Bernhardt to speak at our Board of Directors meeting on March 26, 2020 at the St. Regis Hotel in Washington, D.C. I was delighted to hear from our CEO's Executive Assistant, Susan Tackish, that you were our contact at the Department of the Interior. I am so glad that our circles could cross again!

Attached is the invitation that went out in the mail today. As it mentions, our meeting runs from 10:00am to 12:00pm but we are flexible when it comes to the exact speaking time slot.

Please feel free to give me a call if you have any questions. Would love to grab lunch sometime soon if you have the time!

Best,

*Allison Kajs*

*Operations Specialist*

American Petroleum Institute

200 Massachusetts Ave, NW

Washington, DC 20001

202-682-8058 | 940-733-8212 (c)

[KajsA@api.org](mailto:KajsA@api.org)

**#1363295.3**

# 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 speaker.

**Please respond to the questions below and send your response to [scheduling@ios.doi.gov](mailto: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.):                                                             | API Board of Directors Meeting (note: the API Board of Directors meets twice a year)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date of Event (please note if the date is flexible):                                                                                          | Thursday, March 26, 2020 from 10:00a.m. – 12:00p.m. (note: the date is not flexible; however, the speaking time slot is.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Event Location (venue, address, city and state):                                                                                              | St. Regis Hotel, 923 16 <sup>th</sup> and K Street NW, Washington, D.C. 20006                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Point(s) of Contact (Name, Email, Phone):                                                                                                     | Allison Kajs, <a href="mailto:KajsA@api.org">KajsA@api.org</a> , office: 202-682-8058 and cell: 940-733-8212                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Briefly describe the event in detail including the purpose and desired role of the Secretary:                                                 | The API Board of Directors meeting gathers over 75 chief executive officers and other executive representatives of API's member companies with global operations in the oil and natural gas industry. We invite Secretary Bernhardt to deliver the remarks regarding the Department of the Interior's energy initiatives.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Please describe any specific request of the Secretary at the event (i.e. deliver keynote remarks, attend an event, meet with attendees etc.): | Deliver remarks for 20 minutes during the meeting and take questions from board members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):                  | No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Event Host and Sponsor</b>                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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 American Petroleum Institute (API) is hosting the event. The invitation is from Mike Sommers, the President and CEO of API. API is the only national trade association representing all facets of the natural gas and oil industry, which supports 10.3 million U.S. jobs and nearly 8 percent of the U.S. economy. API's more than 600 members include large integrated companies, as well as exploration and production, refining, marketing, pipeline, and marine businesses, and service and supply firms. They provide most of the nation's energy and are backed by a growing grassroots movement of more than 47 million Americans. API was formed in 1919 as a standards-setting organization. In its first 100 years, API has developed more than 700 standards to enhance |

#1363627.1

|                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                  | operational and environmental safety, efficiency and sustainability.                                                                                                                                                                                                                                                             |
| 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.)                                                                 | The American Petroleum Institute (API) engages in lobbying activity before the executive and legislative branches of the federal government. API has employees who are registered as lobbyists under the Lobbying Disclosure Act. Neither API nor any of its employees are registered under the Foreign Agents Registration Act. |
| 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.)                                                                                                                            | No, API is a 501(c)6 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.)                                                   | API does not have commercial interests before the Department, but has members who have leases, adjudications, and other interests before the Department. API is engaged in litigation both against the Agency and intervening on the Agency's behalf.                                                                            |
| Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.                                                                                                    | There are no other sponsors of 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.)                                      | N/A.                                                                                                                                                                                                                                                                                                                             |
| With which Bureau or Agency does your agenda most align? Please list all, if more than one.                                                                                                                                      | Bureau of Land Management; Bureau of Ocean Energy Management; Bureau of Safety and Environmental Enforcement.                                                                                                                                                                                                                    |
| <b>Audience</b>                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                  |
| Approximately how many people are expected to attend the event?                                                                                                                                                                  | Approximately 75 attendees.                                                                                                                                                                                                                                                                                                      |
| Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).                                                         | Chief executive officers and other senior executive representatives of API's member companies with global operations in the oil and natural gas industry.                                                                                                                                                                        |
| 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. Attendees represent a wide range of views. They are all representatives from the natural gas and oil industry.                                                                                                                                                                                                              |

**#1363627.2**

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is the event open to the public? If not, please describe who is invited.                                                                                                                                                                             | No. Only API member companies and API staff are invited to attend.                                                                                                                                                            |
| Who are other VIPs or speakers confirmed and in what role?                                                                                                                                                                                           | We do not have any other speakers confirmed.                                                                                                                                                                                  |
| Who are other VIPs or speakers invited?                                                                                                                                                                                                              | No.                                                                                                                                                                                                                           |
| <b>Remarks</b>                                                                                                                                                                                                                                       |                                                                                                                                                                                                                               |
| If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?                                                                                                                       | Issues relating to the Administration's energy priorities, and broader issues relating to the U.S. oil and gas industry.                                                                                                      |
| What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?                                                                                                      | Brief speech (approx. 20 minutes), followed by brief Q&A with the audience (10 minutes).                                                                                                                                      |
| What is the public registration/ticket fee to attend/participate in the event?                                                                                                                                                                       | No fee to attend the event. Free to API member companies.                                                                                                                                                                     |
| <b>Communications</b>                                                                                                                                                                                                                                |                                                                                                                                                                                                                               |
| Is the event open or closed to press?                                                                                                                                                                                                                | Closed to the press.                                                                                                                                                                                                          |
| If open, are you expecting local, trade, state, or national news coverage?                                                                                                                                                                           | N/A                                                                                                                                                                                                                           |
| 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.)                                                                                                                                           | No.                                                                                                                                                                                                                           |
| <b>Logistics/Other*</b>                                                                                                                                                                                                                              |                                                                                                                                                                                                                               |
| 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.). | No, this is a speaking-only engagement. There is no registration or event fee. This engagement does not include any meals, or presentation of any award/collateral to the Secretary. API is not offering travel to the event. |
| 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. Any department staff traveling with the Secretary are welcome to join the meeting.                                                                                                                                       |

**#1363627.3**

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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?                                                             | Yes, however others in attendance will not be accompanied by their spouse. It is likely they will be accompanied by a member of their staff.                                                         |
| 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.)                                                        | There is no monetary value associated with the event.                                                                                                                                                |
| 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.): | Secretary Bernhardt previously addressed API's Upstream Committee (a subcommittee of API's Board of Directors) in July 2018, while serving in his previous role as Deputy Secretary of the Interior. |
| If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?                                                                                                                                | No.                                                                                                                                                                                                  |
| Any additional notes or information?                                                                                                                                                                                    |                                                                                                                                                                                                      |

**\*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.**

**#1363627.4**