

**George W. Bush Presidential Library**

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U.S. Department of Justice

Office of Legal Policy

Washington, D.C. 20530

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TO: Charlotte  
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Total Pages (Excluding Cover) 3

Message: Thanks so much, Charlotte.  
I appreciate your help.  
-DRW

11 Oct. 2002

Charlotte -

On Nov. 7-8 (the Thurs. and Fri. *after* the mid-term elections), the Office of Legal Policy at DoJ is having a first-ever retreat to get geared up for the coming year (hopefully with a new Senate), etc.

It'll be at the Turf Valley Resort in Ellicott City, MD.

On that Friday afternoon from 1:00-2:15, we plan to have a session on "Coordination with the White House".

We'd love for Tim to join us and participate in this session (along with Jay Lefkowitz).

I've attached a draft agenda that gives at least a very preliminary snapshot of how the retreat is shaping up, but it's certainly open to fine-tuning.

Can you please check w/ Tim and see if he can join us that day? It'd be great if he could participate.

BTW, Tim's also *warmly* invited to join us for the morning session that day, too, on "Judicial Nominations and Confirmations".

Thanks so much.

Don Willett  
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OLP RetreatThursday

9:30-9:45 VDD Welcome

9:45-11:15 Session: Policy Agenda

**Assessment of Previous Year**

Discussion and review of draft report on OLP's activities since May 2001. The report should track OLP's activities demonstrating how they have aided in implementation of the Department's Strategic Plan.

**Policy Priorities and Goals for the Upcoming Year**

Discussion of, particularly following the mid-term elections, what topics are likely to be important in the upcoming year and what OLP's role should be in setting the agenda and fashioning policy in these areas.

Viet D. Dinh

11:15-11:30 Break

11:30-1:00 Session: Developing and Messaging Policy Initiatives  
(Coordinator: Michael Carrington)  
Barbara Comstock and Monica Goodling to be invited

David Ayres to present his vision of policy development and tips from the OAG. This session should be a training session outlining the policy making cycle. An OLP policy development manual, currently being created, will be discussed and circulated (if not done so earlier) so that a discussion of what considerations go into the process of following an idea to implementation and then back to constant reevaluation to improve the policy.

OLP: Jocelyn

1:00-2:30 Lunch

Speaker: Larry Thompson

2:30-3:00 Management Session (VDD, DAAGs, COS)  
(Alternative Time: Friday 8:00)

To discuss management issues, concerns, suggestions, etc.

2:30-6:30 Recreational activities or free time

6:30-7:30 Reception

7:30-10:00 Dinner

Speaker: Judge Silberman

**Friday**

8:00-9:00 Breakfast  
8:00-9:00 Management Session (Alternative Time: Thursday 1:30)  
See above

9:00-11:30 Breakout Sessions

*also invited* { Session A: Judicial Nominations and Confirmation Working Group  
Discussion Leader: Don Willett  
Invite 1-2 Associate Counsels, Office of White House Counsel  
Invite 1-2 Hill SJC staffers

*1st initial receptionist 10-11*

*663-6888*

*Boyd*

*✓ Ed Haden - confirmed 10-11-02*

Session B: Regulatory Initiatives Working Group  
Discussion Leader: Kevin Jones

Session C: Domestic Policy Working Group  
Discussion Leader: Frank Campbell

11:30-1:00 Lunch  
Speaker: Will or Krauthamer (media representative)

1:00-2:15 Session: Coordination with the White House  
(Coordinator: Don Willett)

A discussion of how our office can best assist the White House with policy and legal issues. The presentation is intended to set out what types of work and communications would be preferred by those at the White House, as well as discussion of proper contacts, where appropriate, and preferred formats for various documents. The panel should include discussion in which OLP staff identify any frustrations, concerns, or suggestions they have for better cooperation. In addition, White House staff should be asked what priorities they have for the next year.

Flanigan  
Lefkowitz

2:15-2:30 Break  
2:30-4:00 Session: Legal Writing

4:00 VDD Closing Remarks and Depart