

NAME OF EVENT

DECISION POINTS/ASKS:

- Specify decisions S1 needs to make as well as any “asks” of the meeting participants.
- Provide deadlines, as applicable and relevant.

BACKGROUND:

- Summary of key information/issues to be raised (include the status of any related negotiations or ongoing legal proceedings).
- Last meeting/interaction with DHS.
- *Note: The briefing memo should be an “executive summary” of the meeting. If S1 read nothing else, this document should tell her what she need to know. Three pages or fewer.*

ANTICIPATED QUESTIONS:

(b)(5)

PARTICIPANTS:

Non-DHS

Name, Title, Organization

DHS

Secretary Napolitano

Name, Title, Component

PRESS PLAN: Open, Restricted, or None

ATTACHMENTS: *(Critical items only. Each attachment should consist of one specific item, e.g., an agenda or a timeline.)*

- A. Talking Points (Source: Component) *(only for delivering remarks; not for regular meetings)*
- B. Agenda (Source: Component) *(specify who will introduce S1 and speaking before/after)*
- C. Additional Materials (Source: Component) *(as necessary: fact sheets, DHS press releases, correspondence, etc.)*
- D. Press Clips (Source: Component) *(past two weeks; relevant to the substance of the meeting)*
- E. Biographies (Source: Component) *(principals only; limit to one page each)*

Contact: Full Name, Component/Office, E-mail, Telephone Number (*Note: Provide contact information for the person who can answer questions related to the briefing materials*)