

Originally Processed With FOIA(s):
2023-1267-S

FOIA Number:
2023-1267-S

CASE MARKER

This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.

Record Group/Collection: George H.W. Bush Presidential Records
Collection/Office of Origin: Chief of Staff, White House Office of
Series: Rogers, Ed, Files
Subseries:

OA/ID Number: 04015
Folder ID Number: 04015-011

Folder Title:
Shkabardnya Visit [1]

Stack:	Row:	Section:	Shelf:	Position:
G	0	0	0	0

Withdrawal/Redaction Sheet (George Bush Library)

Doc. No. / Type	Subject/Title	Date	Restriction	Classification
01. List	Soviet Delegation with Mikhail Shkabardnya [redaction] (1 pp.)	6/11/90	(b)(6)	
02. Form	Request for Appointments Re: Marguerite Kelly to Officer-in-Charge [redaction] (1 pp.)	6/11/90	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff, Office of the
Series: Rogers, Edward, Files
Subseries:
WHORM Cat.:
File Location: Shkabardnya Visit [1]

Pinksheet Number: LT5171
OA/ID Number: 04015-011
Date Closed: 8/2/2023
FOIA/Sys Case #: 2023-1267-S
Re-review Case #:
P-2/P-5 Review Case #:

Zarf

347-5028

628-7551

THE WHITE HOUSE

WASHINGTON

91 JAN -9 PM 1:00

June 8, 1990

MEMORANDUM FOR HOSTS, PARTICIPANTS, AND INTERESTED PARTIES

FROM: ED ROGERS

SUBJECT: EXPANDED SCHEDULE FOR USSR VISIT

Attached please find an expanded version of the schedule distributed last night.

All Monday meetings will take place in the Roosevelt Room unless otherwise indicated.

The visiting delegation consists of His Excellency Mikhail Shkabardnya accompanied by seven additional Soviet officials.

Ms. Agnes Warfield, Office of Protocol, will accompany the delegation throughout their visit and on Tuesday, Mr. Michael Jackson, Executive Secretary for Cabinet Liaison, will escort them to all Agency Briefings.

Please see individual tabs - attached - for additional information.

Thanks to all who have helped pull this together on such short notice.

THE WHITE HOUSE

WASHINGTON

His Excellency Mikhail Shkabardnya, Business Manager of the Council of Ministers of the U.S.S.R., is in town as the guest of Governor John H. Sununu, to study the structure and organization of the Executive Office of the President. The visit is the result of discussions the President and President Gorbachev held at Camp David during which President Gorbachev expressed an interest in knowing how the Executive Office of the President operates. In addition to his discussions at the White House, Mr. Shkabardnya will be making visits to the Treasury, Justice, and Agriculture Departments as well as to the General Services Administration. Mr. Shkabardnya will participate in White House and Administration briefings on Monday and Tuesday.

THE WHITE HOUSE

WASHINGTON

**Schedule for the Visit of Mikhail Shkabardnya
Business Manager of the Council of Ministers of the U.S.S.R.**

Monday, June 11, 1990

- 8:30am Ambassador William F. Black, Assistant Chief of Protocol for Visits, and Ms. Agnes Warfield, Office of Protocol, will greet His Excellency Mikhail Shkabardnya in the lobby of the Madison Hotel and accompany the delegation to the White House
- 9:00am
(45 mins) **Meeting with Governor John H. Sununu**, Chief of Staff to the President
Location: Office of the Chief of Staff
Topic: White House Overview
TAB A
- 10:00am
(60 mins) **White House Tour**
Hosted by: James W. Cicconi, Assistant to the President and Deputy to the Chief of Staff; J. Bonnie Newman, Assistant to the President for Management and Administration; and Hector F. Irastorza, Jr., Special Assistant to the President and Deputy Director, Office of Administration
TAB B
- 11:15am
(60 mins) **Information Flow Briefing**
Hosted by: James W. Cicconi, Assistant to the President and Deputy to the Chief of Staff and William F. Sittman, Executive Secretary, National Security Council
Topic: How Information Reaches the President's Desk
- 12:30pm
(75 mins) **Luncheon - Blair House**
Hosted by Ambassador Joseph V. Reed
TAB C
- 2:00pm
(45 mins) **Cabinet Affairs Briefing**
Hosted by: Ede Holiday, Secretary of the Cabinet Stephen Danzansky, Deputy Assistant to the President and Director of Cabinet Affairs, and Michael Jackson, Executive Secretary for Cabinet Liaison
Topic: White House Liaison with Agencies and Departments

3:00pm
(45 mins)

Economic/Domestic Policy Briefing

Hosted by: Roger Porter, Assistant to the
President for Economic and Domestic Policy

Topic: An Overview of Economic and Domestic Policy
Development

4:00pm
(45 mins)

Communications Briefing

Hosted by: David F. Demarest, Jr., Assistant to
the President for Communications

Topic: Presidential Remarks and Public Liaison

5:00pm
(45 mins)

Legislative Affairs Briefing

Hosted by: Frederick D. McClure, Assistant to the
President for Legislative Affairs

Topic: White House Liaison with the U.S. Congress

END OF DAY

THE WHITE HOUSE

WASHINGTON

**Schedule for the Visit of Mikhail Shkabardnya
Business Manager of the Council of Ministers of the U.S.S.R.**

Tuesday, June 12, 1990

- 8:00am - 9:30am **Breakfast with Agency and Department
Chiefs of Staff**
Hosted by: Ede Holiday, Secretary of the
Cabinet
Room 180, Old Executive Office Building
- 9:45am - 10:30am **Office of Management and Budget Briefing**
Hosted by: William Diefenderfer, Deputy
Director, Office of Management and Budget
Room 252, Old Executive Office Building
- 10:45am - 12:30am **U.S. Department of Treasury Briefing**
Hosted by: Hollis S. McLoughlin, Counselor to
the Secretary and Assistant Secretary for
Policy Management
Room 4125, U.S. Department of Treasury
TAB D
- 12:45pm - 2:15pm **U.S. Department of Justice Briefing
and Luncheon**
Hosted by: William P. Barr, Acting Deputy
Attorney General
The Attorney General's Dining Room
U.S. Department of Justice
TAB E
- 2:30pm - 4:00pm **U.S. Department of Agriculture Briefing**
Hosted by: Clayton Yeutter, Secretary of
Agriculture
Room 104-A, U.S. Department of Agriculture
Administration Building
TAB F
- 4:15pm - 5:30pm **General Services Administration Briefing**
Hosted by: Rebekah T. Johnson, Deputy
Administrator
Room 6137, General Services Building
TAB G

END OF DAY

THE WHITE HOUSE
WASHINGTON

Meeting with Governor John H. Sununu
Chief of Staff to the President

Governor John H. Sununu, Chief of Staff to the President

Andrew H. Card, Jr., Assistant to the President and Deputy to the
Chief of Staff

Ed Rogers, Deputy Assistant to the President and Executive
Assistant to the Chief of Staff

Condoleezza Rice, Director, European and Soviet Affairs, National
Security Council

His Excellency Mikhail Shkabardnya and the Members of the Soviet
Delegation

Monday, June 11, 1990

- 10:00 am Greet Soviet representative for official tour and begin West Wing tour accompanied by:
J. Bonnie Newman, Assistant to the President for Management and Administration;
James W. Cicconi, Assistant to the President and Deputy to the Chief of Staff; and
Hector F. Irastorza, Jr., Special Assistant to the President and Deputy Director of the Office of Administration
 - West Lobby
 - Roosevelt Room
 - Cabinet Room
 - Press Briefing Room
- 10:15 am Conclude West Wing tour and proceed to Old Executive Office Building (OEOB).
FIRST FLOOR, OEOB
- 10:20 am Presidential Scheduling (Room 182)
 - Short briefing by Joseph W. Hagin, II, Deputy Assistant to the President for Appointments and Scheduling.
- 10:25 am Presidential Personnel (Room 145)
 - Short briefing by Roscoe B. Starek, III, Deputy Assistant to the President and Deputy Director of Presidential Personnel.
- 10:30 am Public Liaison (Room 128)
 - Short briefing by Barbara G. Kilberg, Deputy Assistant to the President for Public Liaison.
 Proceed to ground floor, OEOB.
GROUND FLOOR, OEOB
- 10:35 am White House Correspondence (Room 94)
 - Short briefing by Shirley M. Green, Special Assistant to the President for Presidential Messages and Correspondence.
- 10:40 am Records Management (Room 74)
 - Demonstration of Optical Disk Technology and short briefing by Terry Good, Director of Records Management.
- 10:50 am Executive Clerk's Office (Room 5)
 - Short briefing by Ronald R. Geisler, Executive Clerk.
 Proceed to basement, OEOB.

BASEMENT, OEOB

- 10:55 am White House Switchboard Operators (Room 011)
- Short briefing by Alex Nagy, Director of
White House Telephone Service.
- 11:00 am Conclude tour and proceed to Roosevelt Room.

LUNCHEON
IN HONOR OF
HIS EXCELLENCY MIKHAIL SHKABARDNYA
BUSINESS MANAGER OF THE COUNCIL OF MINISTERS
OF
THE UNION OF SOVIET SOCIALIST REPUBLICS
BY
AMBASSADOR JOSEPH VERNER REED
THE CHIEF OF PROTOCOL
BLAIR HOUSE
MONDAY JUNE 11, 1990

American Guests

The Honorable John H. Sununu
Chief of Staff to the President
The White House

The Honorable William Kristol
Chief of Staff and Assistant to the Vice President
The White House

The Honorable Roger B. Porter
Assistant to the President for
Economic and Domestic Policy
The White House

The Honorable Sigmund A. Rogich
Assistant to the President for
Public Events and Initiatives
The White House

The Honorable William M. Diefenderfer
Deputy Director
Office of Management and Budget

The Honorable Joseph W. Hagin, II
Deputy Assistant to the President
for Appointments and Scheduling
The White House

The Honorable Susan Porter Rose
Deputy Assistant to the President and
Chief of Staff to the Mrs. Bush
The White House

Dr. Condoleezza Rice
Senior Director, European and Soviet Affairs
National Security Council
The White House

Mr. Curtis W. Kamman
Deputy Assistant Secretary for
European and Canadian Affairs
Department of State

THE WHITE HOUSE
WASHINGTON

U.S. Department of Treasury Briefing

Location: Room 4125, U.S. Department of Treasury

Attendees: Hollis S. McLoughlin, Counselor to the Secretary
and Assistant Secretary for Policy Management

Emily L. Walker, Executive Secretary to the
Secretary

Richard W. Porter, Deputy Assistant Secretary for
Policy Review and Analysis

Jean A. Schneebeli, Executive Assistant to the
Secretary

His Excellency Mikhail Shkabardnya and the Members
of the Soviet Delegation



Office of the Attorney General
Washington, D. C. 20531

June 8, 1990

MEMORANDUM FOR MICHAEL P. JACKSON
EXECUTIVE SECRETARY
FOR CABINET LIAISON

FROM: ELLIE WEATHERILL *EW*
CONFIDENTIAL ASSISTANT

SUBJECT: Luncheon on Tuesday, June 12, 1990

Departmental officials attending the subject luncheon to be held in the Attorney General's dining room from 12:45 p.m. to 2:15 p.m. will be:

William P. Barr, Acting Deputy Attorney General
Murray G. Dickman, Assistant to the
Attorney General
Tony Schall, Assistant to the Attorney General

Your drivers should use the 10th Street gate, located midway on 10th Street between Pennsylvania and Constitution Avenues. Parking will be provided, and I will meet you inside the gate to escort you to the Attorney General's Office, Room 5111.

I will wait to hear from you concerning the names of those additional individuals attending the luncheon and the number of cars for which parking will be required.

cc: Tony Schall



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

June 8, 1990

MEMORANDUM

TO: MICHAEL JACKSON
FROM: GARY BLUMENTHAL *Gary*
SUBJECT: BRIEFING ON GOVERNMENTAL PROCESS

DATE: Tuesday, June 12, 1990

TIME: 2:30 p.m. to 4:00 p.m.

PLACE: U.S. Department of Agriculture
Administration Building
Room 104-A

PARTICIPANTS: Clayton Yeutter, Secretary of Agriculture
Gary Blumenthal, Chief of Staff
Susan Nelson, Executive Assistant to the Secretary
Sharon Marshall, Special Assistant to the Secretary
Adis Vila, Assistant Secretary for Administration
Dr. John Okay, Acting Director, Office of Information Resources
Management
Gene Bailey, Assistant Secretary for Congressional Relations
Steve Dewhurst, Director, Office of Budget and Program Analysis

(Most likely not all the individuals on the above list will participate)

DRAFT

USDA BRIEFING ON GOVERNMENTAL PROCESS

June 12, 1990

U.S. Department of Agriculture
2:30pm to 4/4:30pm
Room 104-A

1. Use the simultaneous translation facility in 104-A to facilitate rapid information transfer possibly followed by a short physical tour of the Secretary's office area.
2. Use graphics (perhaps the video-imager) to illustrate the organizational complexity and information flows.
3. Explain the communications system (paper, telephone, telecopier, Local Area Network, networked computer systems, phone modem and satellite computer hookups with the field, etc). The Office of Information Resources Management to be involved in the whole presentation (could explain plans for the future).
4. Explain methods for tracking, control, and clearance of documents.
5. Explain internal cross-cutting policy apparatus: the PCC, task forces like the farm bill, informal agreements with EPA, etc.
6. Reference representation on interagency policy groups. White Huse will handle formal explanation of permanent (EPC/DPC/NSC, TPRG/TPSC; NAC, Food Aid Subcommittee), semi-permanent (Sugar Working Group), and temporary (Presidential Mission to Poland) interagency groups.
7. Illustrate time and information management systems such as USDA calendar, public affairs efforts, (provide a copy of the Secretary's schedule book!), etc.?
8. Explain the methods for advising the President, working with the Congress and constituency groups.
9. Others?
10. Prepare a briefing book with copies of all graphics, other materials.



Administrator
General Services Administration
Washington, DC 20405

TAB G



U.S. GENERAL SERVICES ADMINISTRATION

MEETING WITH MIKHAIL SHKABARDNYA

JUNE 12, 1990, 4:15 - 5:30 PM, ROOM 6137 OF THE GS BUILDING

Participants:

Rebekah T. Johnson, Deputy Administrator
James A. Lobmaster, Chief of Staff
Donald Gray, Commissioner, Federal Supply Service
William Coleman, Commissioner, Public Buildings Service
Thomas Buckholtz, Commissioner, Information Resources Management Service
Earl Jones, Commissioner, Federal Property Resources Service
Herb Hecht, Deputy Chief of Staff
Anthony Artigliere, Special Assistant to the Administrator
Tom Meiron, Office of Congressional Affairs

Parking will be available in the East Court of the GS Building, with access from E Street near the 18th Street corner. Ms. Johnson will provide a brief overview of GSA, followed by a brief presentation from each of the Commissioners before the question and answer period. The visitors will be given organization charts and background materials, including the Strategic Plan, as well as a demonstration of ExecuTrac, the automated management information system. On Monday we will provide you with a copy of the materials that will be given to the visitors.

If you have questions please call me on 501-0800.

THE WHITE HOUSE
WASHINGTON

June 8, 1990

MEMORANDUM FOR HOSTS, PARTICIPANTS, AND INTERESTED PARTIES

FROM: ED ROGERS

SUBJECT: EXPANDED SCHEDULE FOR USSR VISIT

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Location: Office of the Chief of Staff
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Hosted by: James W. Cicconi, Assistant to the President and Deputy to the Chief of Staff; J. Bonnie Newman, Assistant to the President for Management and Administration; and Hector F. Irastorza, Jr., Special Assistant to the President and Deputy Director, Office of Administration
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(60 mins) **Information Flow Briefing**
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- 12:30pm
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TAB C
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President for Legislative Affairs
Topic: White House Liaison with the U.S. Congress

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Hosted by: Hollis S. McLoughlin, Counselor to
the Secretary and Assistant Secretary for
Policy Management
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- 12:45pm - 2:15pm **U.S. Department of Justice Briefing
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Hosted by: William P. Barr, Acting Deputy
Attorney General
The Attorney General's Dining Room
U.S. Department of Justice
TAB E
- 2:30pm - 4:00pm **U.S. Department of Agriculture Briefing**
Hosted by: Clayton Yeutter, Secretary of
Agriculture
Room 104-A, U.S. Department of Agriculture
Administration Building
TAB F
- 4:15pm - 5:30pm **General Services Administration Briefing**
Hosted by: Rebekah T. Johnson, Deputy
Administrator
Room 6137, General Services Building
TAB G

END OF DAY

THE WHITE HOUSE
WASHINGTON

Meeting with Governor John H. Sununu
Chief of Staff to the President

Governor John H. Sununu, Chief of Staff to the President

Andrew H. Card, Jr., Assistant to the President and Deputy to the
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Condoleezza Rice, Director, European and Soviet Affairs, National
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His Excellency Mikhail Shkabardnya and the Members of the Soviet
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 - West Lobby
 - Roosevelt Room
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- 10:50 am Executive Clerk's Office (Room 5)
 - Short briefing by Ronald R. Geisler, Executive Clerk.
 Proceed to basement, OEOB.

BASEMENT, OEOB

- 10:55 am White House Switchboard Operators (Room 011)
- Short briefing by Alex Nagy, Director of
White House Telephone Service.
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LUNCHEON
IN HONOR OF
HIS EXCELLENCY MIKHAIL SHKABARDNYA
BUSINESS MANAGER OF THE COUNCIL OF MINISTERS
OF
THE UNION OF SOVIET SOCIALIST REPUBLICS
BY
AMBASSADOR JOSEPH VERNER REED
THE CHIEF OF PROTOCOL
BLAIR HOUSE
MONDAY JUNE 11, 1990

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Chief of Staff to the President
The White House

The Honorable William Kristol
Chief of Staff and Assistant to the Vice President
The White House

The Honorable Roger B. Porter
Assistant to the President for
Economic and Domestic Policy
The White House

The Honorable Sigmund A. Rogich
Assistant to the President for
Public Events and Initiatives
The White House

The Honorable William M. Diefenderfer
Deputy Director
Office of Management and Budget

The Honorable Joseph W. Hagin, II
Deputy Assistant to the President
for Appointments and Scheduling
The White House

The Honorable Susan Porter Rose
Deputy Assistant to the President and
Chief of Staff to the Mrs. Bush
The White House

Dr. Condoleezza Rice
Senior Director, European and Soviet Affairs
National Security Council
The White House

Mr. Curtis W. Kamman
Deputy Assistant Secretary for
European and Canadian Affairs
Department of State

THE WHITE HOUSE

WASHINGTON

U.S. Department of Treasury Briefing

Location: Room 4125, U.S. Department of Treasury

Attendees: Hollis S. McLoughlin, Counselor to the Secretary
and Assistant Secretary for Policy Management

Emily L. Walker, Executive Secretary to the
Secretary

Richard W. Porter, Deputy Assistant Secretary for
Policy Review and Analysis

Jean A. Schneebeli, Executive Assistant to the
Secretary

His Excellency Mikhail Shkabardnya and the Members
of the Soviet Delegation

**Office of the Attorney General****Washington, D. C. 20530**

June 8, 1990

MEMORANDUM FOR MICHAEL P. JACKSON
EXECUTIVE SECRETARY
FOR CABINET LIAISON

FROM: ELLIE WEATHERILL *EW*
CONFIDENTIAL ASSISTANT

SUBJECT: Luncheon on Tuesday, June 12, 1990

Departmental officials attending the subject luncheon to be held in the Attorney General's dining room from 12:45 p.m. to 2:15 p.m. will be:

William P. Barr, Acting Deputy Attorney General
Murray G. Dickman, Assistant to the
Attorney General
Tony Schall, Assistant to the Attorney General

Your drivers should use the 10th Street gate, located midway on 10th Street between Pennsylvania and Constitution Avenues. Parking will be provided, and I will meet you inside the gate to escort you to the Attorney General's Office, Room 5111.

I will wait to hear from you concerning the names of those additional individuals attending the luncheon and the number of cars for which parking will be required.

cc: Tony Schall



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

June 8, 1990

MEMORANDUM

TO: MICHAEL JACKSON
FROM: GARY BLUMENTHAL *Gary*
SUBJECT: BRIEFING ON GOVERNMENTAL PROCESS

DATE: Tuesday, June 12, 1990

TIME: 2:30 p.m. to 4:00 p.m.

PLACE: U.S. Department of Agriculture
Administration Building
Room 104-A

PARTICIPANTS: Clayton Yeutter, Secretary of Agriculture
+ Gary Blumenthal, Chief of Staff
Susan Nelson, Executive Assistant to the Secretary
Sharon Marshall, Special Assistant to the Secretary
Adis Vila, Assistant Secretary for Administration
Dr. John Okay, Acting Director, Office of Information Resources
Management
Gene Bailey, Assistant Secretary for Congressional Relations
Steve Dewhurst, Director, Office of Budget and Program Analysis

(Most likely not all the individuals on the above list will participate)

DRAFT

USDA BRIEFING ON GOVERNMENTAL PROCESS

June 12, 1990

**U.S. Department of Agriculture
2:30pm to 4/4:30pm
Room 104-A**

- 1. Use the simultaneous translation facility in 104-A to facilitate rapid information transfer possibly followed by a short physical tour of the Secretary's office area.**
- 2. Use graphics (perhaps the video-imager) to illustrate the organizational complexity and information flows.**
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- 4. Explain methods for tracking, control, and clearance of documents.**
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- 7. Illustrate time and information management systems such as USDA calendar, public affairs efforts, (provide a copy of the Secretary's schedule book!), etc.?**
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- 9. Others?**
- 10. Prepare a briefing book with copies of all graphics, other materials.**



Administrator
General Services Administration
Washington, DC 20405

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Topic: How Information Reaches the President's Desk
- 12:30pm
(75 mins) **Luncheon - Blair House**
Hosted by Ambassador Joseph V. Reed
TAB C
- 2:00pm
(45 mins) **Cabinet Affairs Briefing**
Hosted by: Ede Holiday, Secretary of the Cabinet Stephen Danzansky, Deputy Assistant to the President and Director of Cabinet Affairs, and Michael Jackson, Executive Secretary for Cabinet Liaison
Topic: White House Liaison with Agencies and Departments

3:00pm
(45 mins)

Economic/Domestic Policy Briefing

Hosted by: Roger Porter, Assistant to the
President for Economic and Domestic Policy
Topic: An Overview of Economic and Domestic Policy
Development

4:00pm
(45 mins)

Communications Briefing

Hosted by: David F. Demarest, Jr., Assistant to
the President for Communications
Topic: Presidential Remarks and Public Liaison

5:00pm
(45 mins)

Legislative Affairs Briefing

Hosted by: Frederick D. McClure, Assistant to the
President for Legislative Affairs
Topic: White House Liaison with the U.S. Congress

END OF DAY

THE WHITE HOUSE

WASHINGTON

**Schedule for the Visit of Mikhail Shkabardnya
Business Manager of the Council of Ministers of the U.S.S.R.**

Tuesday, June 12, 1990

- 8:00am - 9:30am **Breakfast with Agency and Department
Chiefs of Staff**
Hosted by: Ede Holiday, Secretary of the
Cabinet
Room 180, Old Executive Office Building
- 9:45am - 10:30am **Office of Management and Budget Briefing**
Hosted by: William Diefenderfer, Deputy
Director, Office of Management and Budget
Room 252, Old Executive Office Building
- 10:45am - 12:30am **U.S. Department of Treasury Briefing**
Hosted by: Hollis S. McLoughlin, Counselor to
the Secretary and Assistant Secretary for
Policy Management
Room 4125, U.S. Department of Treasury
TAB D
- 12:45pm - 2:15pm **U.S. Department of Justice Briefing
and Luncheon**
Hosted by: William P. Barr, Acting Deputy
Attorney General
The Attorney General's Dining Room
U.S. Department of Justice
TAB E
- 2:30pm - 4:00pm **U.S. Department of Agriculture Briefing**
Hosted by: Clayton Yeutter, Secretary of
Agriculture
Room 104-A, U.S. Department of Agriculture
Administration Building
TAB F
- 4:15pm - 5:30pm **General Services Administration Briefing**
Hosted by: Rebekah T. Johnson, Deputy
Administrator
Room 6137, General Services Building
TAB G

END OF DAY

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
01. List	Soviet Delegation with Mikhail Shkabardnya [redaction] (1 pp.)	6/11/90	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff, Office of the
Series: Rogers, Edward, Files
Subseries:
WHORM Cat.:
File Location: Shkabardnya Visit [1]

Date Closed: 8/2/2023	OA/ID Number: 04015-011
FOIA/SYS Case #: 2023-1267-S	Appeal Case #:
Re-review Case #:	Appeal Disposition:
P-2/P-5 Review Case #:	Disposition Date:
AR Case #:	MR Case #:
AR Disposition:	MR Disposition:
AR Disposition Date:	MR Disposition Date:

RESTRICTION CODES

Freedom of Information Act (FOIA) - [5 U.S.C. 552(b)]

- (b)(1) National security classified information
- (b)(2) Release would disclose internal personnel rules and practices of an agency
- (b)(3) Release would violate a Federal statute
- (b)(4) Release would disclose trade secrets or confidential or financial information
- (b)(6) Release would constitute a clearly unwarranted invasion of personal privacy
- (b)(7) Release would disclose information compiled for law enforcement purposes
- (b)(8) Release would disclose information concerning the regulation of financial institutions
- (b)(9) Release would disclose geological or geophysical information concerning wells

Deed of Gift Restrictions

- C(1) Closed by Executive Order 13526, governing access to national security information
- C(2) Closed by statute or by the agency which originated the information
- C(3) Closed in accordance with restrictions contained in donor's deed of gift [formerly listed as only C]
- PRM. Removed as a personal record misfile

Presidential Records Act - [44 U.S.C. 2204(a)]

- P-2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P-5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]

REQUEST FOR APPOINTMENTS

To: Officer-in-charge
Workers and Visitor Entrance System
Room 065, OEOB

FAXED
LAST NIGHT
7:50 pm
6/11

Please admit the following appointments on June 12, _____, 1990

for Governor John H. Sununu _____ of WHO/Chief of Staff _____ :
(name of person to be visited) (agency)

NAME DATE OF BIRTH SOCIAL SECURITY NUMBER

ALL FOREIGN NATIONALS:

Alexander Bessmertnykh	(b) (6)	Passport #
Evgeni Martynov		Passport #DK 071858
Evgeni Smirnov		Passport #DK 092834
Iveri Prandishvill		Passport #DK 109018
Valentin Solomatin		Passport #SK 133230
Yuri Scherbina		Passport #DK 123985
Yevgeniy Zolotov		
Georgiy Markosov		

This is the same group as yesterday. Thanks for all your help.

MEETING LOCATION

Building West Wing/White House Requested by Marguerite Kelly
Room No. 1/WW Room No. 1/WW Telephone 6594
Time of Meeting 7:50am Date of request 6/11/90

Additions and/or changes made by telephone should be limited to five (5) names or less.

WAVES Center: SIG/OEOB — 395-6046 or WHITE HOUSE — 456-6742

1. The "technology" of preparation of documents to be reported to the President. Who and how makes expertise (assessment) of the documents?
2. The equipment of the working places of the White House staff, and of the working places of executive officers of different levels.
3. New technologies in the day-to-day work of the White House staff.
4. How is the work of the US Congress staff organized? What is the standard equipment used in the offices of members of Congress (data processing, communication and other equipment)?
5. Library of Congress. Storage and use of documents. Use of photomicrography, electrography, computers, communication means for information services.
6. New office automation systems using the artificial intelligence systems (Xerox Corp. Research Center in Palo-Alto; Wang Laboratories Inc.; Data General Corp.).
7. Opportunities for long-term cooperation agreements with US firms (IBM, Xerox, Wang) involving shipments of computer, communication and software equipments with replacement (every two years) of morally obsolete equipment.
8. Visits to computer making firms.

Business Manager of the Council of Ministers of the USSR



MIKHAIL

SHKABARDNYA

● **BIOGRAPHICAL DETAILS:** Born in 1930 of Russian parents, Mikhail Shkabardnya graduated from the Novocherkassk Polytechnical Institute as an electrical engineer. He is a Doctor of Technical Sciences and a Professor. He worked consecutively as an engineer, a laboratory head, a design board director, and a chief engineer at various factories of the Ministry of Instrument-Making of the USSR. Over the next twenty years he held various executive posts in the same ministry, such as Department Assistant Chief, Chief of Administration, Deputy Minister and in 1980 he became Minister of the Instrument-Making, Means of Automation and Control Systems of the USSR (Minpribor). Mikhail Shkabardnya is a member of the CPSU Central Committee.

You have devoted your entire career to instrument-making. You spent much of your efforts on Minpribor. How do you feel now that the Ministry has been disbanded?

I think that the adoption of the Law on the State Enterprise preordained the fate of the industrial ministries. It was evident as far back as 1987 that most of them would be disbanded and the rest would have to change their functions. So we were mentally prepared for the current changes. The historically established methods of management are giving ground. I don't think there is any alternative to the new economic mentality and new economic mechanism.

Speaking specifically of Minpribor, it should be noted that it stood at the helm of a relatively new industry, which is now slightly over 20 years old. The emergence of this industry enabled us to give rise to a new progressive trend in machine-building, which

will continue to develop, irrespective of whether

we've got the Ministry or not. From this angle, the Ministry can be said to have largely fulfilled its mission. Being merged with new structures today, it is vital that instrument-making lose none of its scientific and technological potential in the labyrinths of the reorganization.

What kind of relations did you have with the government apparatus as a minister? Were there any conflicts? What do you think can be done to improve the machinery of government?

During my 35 years in instrument-making, including my work as a Minister, I came across all kinds of things. But I am positive about one key issue: there was always discipline and respect for seniors.

As for frictions, they cannot be avoided. I personally always tried to be impartial and appeal to reason while conveying my viewpoint to other people. In my opinion, reasonable and decent people can manage without conflicts. Views may certainly differ, but it is eventually experience and practice that give us the final truth.

It would be too bold to assert that the working methods of our apparatus are optimum. That they are not, can be seen not only from the working practices of enterprises and offices, ministries and departments, but also from the procedural details of the First Congress of People's Deputies. I believe that the working methods of the government machinery are a reflection of the existing level of public culture. The improvement of living standards will bring about a rise in culture, and this will improve the working methods throughout the civil services.

The key point is that in a state committed to the rule of law, the functions, aims and objectives of the executive bodies and of the government machinery are defined by the legislation. This means that the entire activity of the apparatus, its structure and organization must be dedicated to the strictest possible observance of the laws and government decisions.

How can the government be shielded against

06/07/1990 11:30 FACSIMILE WASH. USA. 202 347 5028 P. 04

TUTOR D 04

petty and secondary problems, which often used to be heaped upon it by some ministries, departments and governments of Union Republics?

Sophisticated production circuits are run by so-called multi-station automated control systems, in which correctives are introduced as closely as possible to the malfunctioning unit. The same method should, in my view, be applied in controlling the national economy, which represents a hyper-complicated production circuit. Efforts should be made to delegate the maximum responsibilities to enterprises, local and republican Soviets, giving them incentives to become fully accountable for using them. Incidentally, this is already being done, though timidly. Regrettably, economists and sociologists cannot so far suggest a well-thought-out concept of national development in the present-day conditions, nor is there a workable mechanism for the changeover to new economic principles. If you like, there is no theory of socialist development in this country, and consequently no optimum structure for the country's economic management. Unless we have all these things soon, the revived slogan "All Power to the Soviets" may become an empty phrase. Regrettably, in many ways, we're moving by trial and error. People won't work well, unless they have ideals and discernible ways of achieving them. These problems are still waiting to be resolved and for the time being we are having to deal with petty matters alongside major issues.

You have been assigned to a post which your predecessor, M. Smirnyukov, held for twenty-five years. What can you offer as a substitute for his vast experience?

I think that vast experience can only be substituted with another vast experience. This can be gained through patience, persistence and an eagerness to look into things. M. Smirnyukov did a great deal to establish the government machinery, to make it workable and to staff it with professional cadre. We are

infinitely grateful to him for his counsel, humanity, kindness and understanding of the far-from-easy life of the heads of ministries and departments, and for his eagerness to be of help during rough times.

The growing complexity and dynamism of society's development calls for a timely and profound socio-economic analysis, which is unthinkable without information science. Can your professional experience be of help in transferring the government machinery over to modern information technology? After all, the Minpribor was not only a producer, but also a user of computer technology?

The proper functioning of government machinery at any level is unthinkable today without up-to-date office equipment, computerized information systems, data banks and information retrieval and processing devices. Steps are being taken to introduce this technology within the apparatus of the Council of Ministers of the USSR. Some leading organizations, such as the Institute of Management Problems, and the All-Union Research Institute of Non-Industrial Automation Control, will soon become involved in this work. The changeover to modern information technology will be carried out without delay. It is a feasible task—the main thing is to sort out the masses of information and to train the personnel. That's what we are going to start with.

Withdrawal/Redaction Sheet

(George Bush Library)

Document No. and Type	Subject/Title of Document	Date	Restriction	Class.
02. Form	Request for Appointments Re: Marguerite Kelly to Officer-in-Charge [redaction] (1 pp.)	6/11/90	(b)(6)	

Collection:

Record Group: Bush Presidential Records
Office: Chief of Staff, Office of the
Series: Rogers, Edward, Files
Subseries:
WHORM Cat.:
File Location: Shkabardnya Visit [1]

Date Closed: 8/2/2023	OA/ID Number: 04015-011
FOIA/SYS Case #: 2023-1267-S	Appeal Case #:
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395
5349

United States Department of State

Washington, D.C. 20520

PASSPORT #s ① #DK099623

SOVIET DELEGATION WITH MIKHAIL SHKABARDNYA →

- ① Mr. Evgeni Martynov ^{DK071858} - Deputy Business Manager of the Council of Ministers of the U.S.S.R. (b)(6)
- ② Mr. Evgeni Smirnov ^{DK092834} - Deputy Business Manager of the Council of Ministers of the U.S.S.R. (b)(6)
- ③ Mr. Iveri Prandishvili ^{DK109018} - Director, Research Institute (b)(6)
- ④ Mr. Valentin Solomatina ^{SK133230} - Director, Research Institute (b)(6)
- ⑤ Mr. Yuri Scherbina ^{DK123985} - Deputy Vice President of the Soviet American Trade Consortium (b)(6)

*This list does not include Ambassador Bessmertnykh who will accompany the delegation to some of the meetings and it does not include the interpreter.

⑥ AMBASSADOR ALEXANDER BESSMERTNYKH

(b)(6)

PLEASE CLEAR ASAP FOR 9AM MEETING W/ GOVERNOR SONUNU

x 6594 1/WW

+ INTERP.!

⑦ YEVGENIY ZOLOTOV

(b)(6)

MIA KELLY

⑧ GEORGIY MARKOSOV

(b)(6)

x 6594

5349



Office of Protocol Department of State

FAX

TO: Mia Kelly

FAX #: 456-2397

FROM: Agnes Warfield

PHONE #: 647-1676

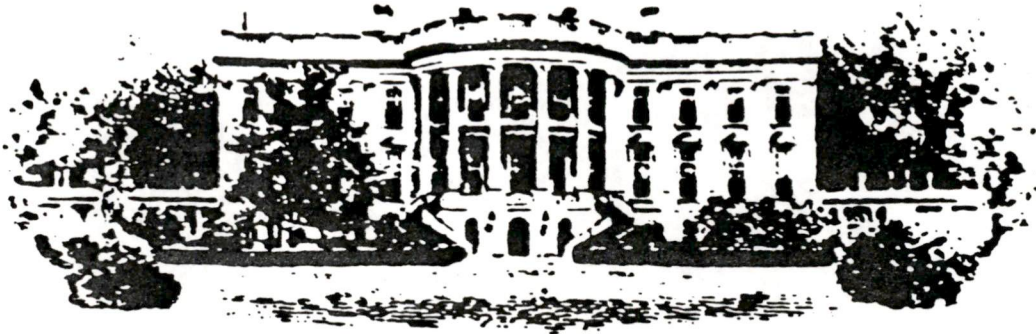
FAX #: (202) 647-1560

DATE: 6/10/90 TIME: 7:45

NUMBER OF PAGES INCLUDING COVER SHEET 2

COMMENTS:

THE WHITE HOUSE
EXECUTIVE OFFICE OF THE PRESIDENT



FACSIMILE TRANSMITTAL SHEET

DATE: June 11, 1990

TO: Mr. Alexander Tarasov

FROM: Mia Kelly

PHONE: 456-6594

COMMENTS: 129x 4 names are additions -
please disregard prior list

NUMBER OF PAGES, EXCLUDING COVER SHEET 2

THE WHITE HOUSE

WASHINGTON

June 11, 1990

MEMORANDUM FOR ALEXANDER TARASOV

FROM: MIA KELLY *MK*

SUBJECT: ADMINISTRATION HOSTS FOR JUNE 11-12, 1990

Below please find the names, titles and phone numbers of the Administration officials hosting briefing sessions for His Excellency Mikhail Shkabardnya:

The Honorable John H. Sununu 456-6797
Chief of Staff to the President

The Honorable Andrew H. Card, Jr. 456-2533
Assistant to the President and Deputy to the Chief of Staff

The Honorable Ed Rogers 456-6594
Deputy Assistant to the President and Executive Assistant to the Chief of Staff

The Honorable James W. Cicconi 456-2702
Assistant to the President and Deputy to the Chief of Staff

The Honorable J. Bonnie Newman 456-2861
Assistant to the President for Management and Administration

The Honorable Hector F. Irastorza, Jr. 395-6226
Special Assistant to the President and Deputy Director, Office of Administration

Mr. William F. Sittman 456-6534
Executive Secretary, National Security Council

The Honorable Joseph V. Reed 647-4543
Chief of Protocol, Department of State

Mr. William F. Black 647-4543
Deputy Chief of Protocol for Visits

Ms. Agnes Warfield 647-4543
Office of Protocol

The Honorable Ede Holiday 456-2174
Assistant to the President and Secretary of the Cabinet

The Honorable Stephen Danzansky 456-6630
Deputy Assistant to the President and Director, Cabinet
Affairs

Mr. Michael Jackson 456-2800
Executive Secretary for Cabinet Liaison

The Honorable Roger Porter 456-2705
Assistant to the President for Economic and Domestic Policy

The Honorable David F. Demarest, Jr. 456-7620
Assistant to the President for Communications

The Honorable Frederick D. McClure 456-2230
Assistant to the President for Legislative Affairs

Mr. William Diefenderfer 395-4742
Deputy Director, Office of Management and Budget

Mr. Edwin L. Dale 395-5883
Counselor and Director, External Affairs, Office of
Management and Budget

Mr. Hollis S. McLoughlin 535-6214
Counselor to the Secretary and Assistant Secretary for
Policy Development

The Honorable William P. Barr 633-2041
Acting Deputy Attorney General

The Honorable Clayton Yeutter 447-3631
Secretary of Agriculture

Ms. Rebekah T. Johnson 566-1226
Deputy Administrator, General Services Administration

The Honorable Stephen T. Hart 456-2100
Special Assistant to the President and Deputy Press
Secretary

The Honorable Roman Popadiuk 456-2947
Deputy Assistant to the President and Deputy Press Secretary
for Foreign Affairs

Ms. Condoleeza Rice 395-3912
Director, National Security Council

Mr. Nicholas Burns 395-5646
Director, National Security Council

Please call me if you have any further questions. I can be reached at 456-6594.

Thank you.

THE WHITE HOUSE
WASHINGTON

DATE: June 11, 1990

TO: CONDI RICE

FROM: ED ROGERS

Any thoughts?

Please advise.

Many thanks.

to Ed Rogers

- 3 members of the group: MR. SMIRNOV
MR. PRANDISHVILI
MR. SOLOMATIN

would like to get acquainted with computer appli technology application in the state department, if it is possible

- they could split from the group tomorrow after breakfast for 2 hours

THE WHITE HOUSE

WASHINGTON

His Excellency Mikhail Shkabardnya, Business Manager of the Council of Ministers of the U.S.S.R., is in town as the guest of Governor John H. Sununu, to study the structure and organization of the Executive Office of the President. The visit is the result of discussions the President and President Gorbachev held at Camp David during which President Gorbachev expressed an interest in knowing how the Executive Office of the President operates. In addition to his discussions at the White House, Mr. Shkabardnya will be making visits to the Treasury, Justice, and Agriculture Departments as well as to the General Services Administration. Mr. Shkabardnya will participate in White House and Administration briefings on Monday and Tuesday.

THE WHITE HOUSE

WASHINGTON

June 8, 1990

MEMORANDUM FOR HOSTS, PARTICIPANTS, AND INTERESTED PARTIES

FROM: ED ROGERS

SUBJECT: EXPANDED SCHEDULE FOR USSR VISIT

Attached please find an expanded version of the schedule distributed last night.

All Monday meetings will take place in the Roosevelt Room unless otherwise indicated.

The visiting delegation consists of His Excellency Mikhail Shkabardnya accompanied by seven additional Soviet officials.

Ms. Agnes Warfield, Office of Protocol, will accompany the delegation throughout their visit and on Tuesday, Mr. Michael Jackson, Executive Secretary for Cabinet Liaison, will escort them to all Agency Briefings.

Please see individual tabs - attached - for additional information.

Thanks to all who have helped pull this together on such short notice.

THE WHITE HOUSE
WASHINGTON

**Meeting with Governor John H. Sununu
Chief of Staff to the President**

Governor John H. Sununu, Chief of Staff to the President

Andrew H. Card, Jr., Assistant to the President and Deputy to the Chief of Staff

Ed Rogers, Deputy Assistant to the President and Executive Assistant to the Chief of Staff

Condoleezza Rice, Director, European and Soviet Affairs, National Security Council

His Excellency Mikhail Shkabardnya and the Members of the Soviet Delegation

Monday, June 11, 1990

- 10:00 am Greet Soviet representative for official tour and begin West Wing tour accompanied by:
J. Bonnie Newman, Assistant to the President for Management and Administration;
James W. Cicconi, Assistant to the President and Deputy to the Chief of Staff; and
Hector F. Irastorza, Jr., Special Assistant to the President and Deputy Director of the Office of Administration
 - West Lobby
 - Roosevelt Room
 - Cabinet Room
 - Press Briefing Room
- 10:15 am Conclude West Wing tour and proceed to Old Executive Office Building (OEOb).
FIRST FLOOR, OEOb
- 10:20 am Presidential Scheduling (Room 182)
 - Short briefing by Joseph W. Hagin, II, Deputy Assistant to the President for Appointments and Scheduling.
- 10:25 am Presidential Personnel (Room 145)
 - Short briefing by Roscoe B. Starek, III, Deputy Assistant to the President and Deputy Director of Presidential Personnel.
- 10:30 am Public Liaison (Room 128)
 - Short briefing by Barbara G. Kilberg, Deputy Assistant to the President for Public Liaison.
 Proceed to ground floor, OEOb.
GROUND FLOOR, OEOb
- 10:35 am White House Correspondence (Room 94)
 - Short briefing by Shirley M. Green, Special Assistant to the President for Presidential Messages and Correspondence.
- 10:40 am Records Management (Room 74)
 - Demonstration of Optical Disk Technology and short briefing by Terry Good, Director of Records Management.
- 10:50 am Executive Clerk's Office (Room 5)
 - Short briefing by Ronald R. Geisler, Executive Clerk.
 Proceed to basement, OEOb.

BASEMENT, OEOB

10:55 am White House Switchboard Operators (Room 011)
- Short briefing by Alex Nagy, Director of
White House Telephone Service.

11:00 am Conclude tour and proceed to Roosevelt Room.

LUNCHEON
IN HONOR OF
HIS EXCELLENCY MIKHAIL SHKABARDNYA
BUSINESS MANAGER OF THE COUNCIL OF MINISTERS
OF
THE UNION OF SOVIET SOCIALIST REPUBLICS
BY
AMBASSADOR JOSEPH VERNER REED
THE CHIEF OF PROTOCOL
BLAIR HOUSE
MONDAY JUNE 11, 1990

American Guests

The Honorable John H. Sununu
Chief of Staff to the President
The White House

The Honorable William Kristol
Chief of Staff and Assistant to the Vice President
The White House

The Honorable Roger B. Porter
Assistant to the President for
Economic and Domestic Policy
The White House

The Honorable Sigmund A. Rogich
Assistant to the President for
Public Events and Initiatives
The White House

The Honorable William M. Diefenderfer
Deputy Director
Office of Management and Budget

The Honorable Joseph W. Hagin, II
Deputy Assistant to the President
for Appointments and Scheduling
The White House

The Honorable Susan Porter Rose
Deputy Assistant to the President and
Chief of Staff to the Mrs. Bush
The White House

Dr. Condoleeza Rice
Senior Director, European and Soviet Affairs
National Security Council
The White House

Mr. Curtis W. Kamman
Deputy Assistant Secretary for
European and Canadian Affairs
Department of State

THE WHITE HOUSE
WASHINGTON

U.S. Department of Treasury Briefing

Location: Room 4125, U.S. Department of Treasury

Attendees: Hollis S. McLoughlin, Counselor to the Secretary
and Assistant Secretary for Policy Management

Emily L. Walker, Executive Secretary to the
Secretary

Richard W. Porter, Deputy Assistant Secretary for
Policy Review and Analysis

Jean A. Schneebeli, Executive Assistant to the
Secretary

His Excellency Mikhail Shkabardnya and the Members
of the Soviet Delegation



Office of the Attorney General

Washington, D. C. 20530

June 8, 1990

MEMORANDUM FOR MICHAEL P. JACKSON
EXECUTIVE SECRETARY
FOR CABINET LIAISON

FROM: ELLIE WEATHERILL *EW*
CONFIDENTIAL ASSISTANT

SUBJECT: Luncheon on Tuesday, June 12, 1990

Departmental officials attending the subject luncheon to be held in the Attorney General's dining room from 12:45 p.m. to 2:15 p.m. will be:

William P. Barr, Acting Deputy Attorney General
Murray G. Dickman, Assistant to the
Attorney General
Tony Schall, Assistant to the Attorney General

Your drivers should use the 10th Street gate, located midway on 10th Street between Pennsylvania and Constitution Avenues. Parking will be provided, and I will meet you inside the gate to escort you to the Attorney General's Office, Room 5111.

I will wait to hear from you concerning the names of those additional individuals attending the luncheon and the number of cars for which parking will be required.

cc: Tony Schall



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

June 8, 1990

MEMORANDUM

TO: MICHAEL JACKSON
FROM: GARY BLUMENTHAL *Gary*
SUBJECT: BRIEFING ON GOVERNMENTAL PROCESS

DATE: Tuesday, June 12, 1990

TIME: 2:30 p.m. to 4:00 p.m.

PLACE: U.S. Department of Agriculture
Administration Building
Room 104-A

PARTICIPANTS: Clayton Yeutter, Secretary of Agriculture
Gary Blumenthal, Chief of Staff
Susan Nelson, Executive Assistant to the Secretary
Sharon Marshall, Special Assistant to the Secretary
Adis Vila, Assistant Secretary for Administration
Dr. John Okay, Acting Director, Office of Information Resources
Management
Gene Bailey, Assistant Secretary for Congressional Relations
Steve Dewhurst, Director, Office of Budget and Program Analysis

(Most likely not all the individuals on the above list will participate)

DRAFT

USDA BRIEFING ON GOVERNMENTAL PROCESS

June 12, 1990

**U.S. Department of Agriculture
2:30pm to 4/4:30pm
Room 104-A**

- 1. Use the simultaneous translation facility in 104-A to facilitate rapid information transfer possibly followed by a short physical tour of the Secretary's office area.**
- 2. Use graphics (perhaps the video-imager) to illustrate the organizational complexity and information flows.**
- 3. Explain the communications system (paper, telephone, telecopier, Local Area Network, networked computer systems, phone modem and satellite computer hookups with the field, etc). The Office of Information Resources Management to be involved in the whole presentation (could explain plans for the future).**
- 4. Explain methods for tracking, control, and clearance of documents.**
- 5. Explain internal cross-cutting policy apparatus: the PCC, task forces like the farm bill, informal agreements with EPA, etc.**
- 6. Reference representation on interagency policy groups. White Huse will handle formal explanation of permanent (EPC/DPC/NSC, TPRG/TPSC; NAC, Food Aid Subcommittee), semi-permanent (Sugar Working Group), and temporary (Presidential Mission to Poland) interagency groups.**
- 7. Illustrate time and information management systems such as USDA calendar, public affairs efforts, (provide a copy of the Secretary's schedule book!), etc.?**
- 8. Explain the methods for advising the President, working with the Congress and constituency groups.**
- 9. Others?**
- 10. Prepare a briefing book with copies of all graphics, other materials.**



Administrator
General Services Administration
Washington, DC 20405

TAB G



U.S. GENERAL SERVICES ADMINISTRATION

MEETING WITH MIKHAIL SHKABARDNYA

JUNE 12, 1990, 4:15 - 5:30 PM, ROOM 6137 OF THE GS BUILDING

Participants:

Rebekah T. Johnson, Deputy Administrator
James A. Lobmaster, Chief of Staff
Donald Gray, Commissioner, Federal Supply Service
William Coleman, Commissioner, Public Buildings Service
Thomas Buckholtz, Commissioner, Information Resources Management Service
Earl Jones, Commissioner, Federal Property Resources Service
Herb Hecht, Deputy Chief of Staff
Anthony Artigliere, Special Assistant to the Administrator
Tom Meiron, Office of Congressional Affairs

Parking will be available in the East Court of the GS Building, with access from E Street near the 18th Street corner. Ms. Johnson will provide a brief overview of GSA, followed by a brief presentation from each of the Commissioners before the question and answer period. The visitors will be given organization charts and background materials, including the Strategic Plan, as well as a demonstration of ExecuTrac, the automated management information system. On Monday we will provide you with a copy of the materials that will be given to the visitors.

If you have questions please call me on 501-0800.