Romney Readiness Project

Charter for the

**Legislative Affairs Project**

September 10, 2012

(updated October 4, 2012)

The purpose of the Legislative Affairs Project (LAP) is to design a plan to build an enduring relationship between a Romney administration and Congress. This charter document provides instructions and guidelines for its operation and describes the deliverables LAP members are expected to produce. Periodically, this charter may be amended in response to new circumstances.

**Background of the Romney Readiness Project**

The Romney Readiness Project (R2P) was created in May 2012 to prepare for the potential election of Mitt Romney as President of the United States. Its activities comport with the Presidential Transition Act of 2010 enacted by Congress for the purpose of assuring continuity of government.

**Composition and Structure of the Legislative Affairs Project**

**Tier 1**

**Team Leader:** The LAP Team Leader is responsible for organizing and leading the Team. He is also charged with deploying specific subject matter knowledge, experience, and influence. The Team Leader is authorized to add technical support as needed contingent on budget approval and vetting/clearance of new support staff by the R2P talent team. The Team leader will be responsible for LAP staffing of Black Swan, Lame Duck and other groups as it arises.

**Deputy Team Leader:** The person is a member of the Central Leadership Team and is appointed to the LAP. The person is responsible for assisting the Team Leader with managing and directing the Team’s efforts, including project management and other support. The DTL will ensure that the LAP staff is integrated within various deliverables of R2P. The DTL will establish a system of tracking our outreach and requests from Capitol Hill.

**House Liaison:** The person is responsible for monitoring and interacting with House members and staff. The liaison will create the plan, in consultation with the LAP agency review principal, to engage and respond to requests from House members and committee staff seeking input into the R2P process.

**Senate Liaison:** The person is responsible for monitoring and interacting with Senate members and staff. The liaison will create the plan, in consultation with the LAP agency review principal, to engage and respond to requests from House members and committee staff seeking input into the R2P process.

**Talent Liaison:** The person is responsible for receiving and soliciting resumes for potential legislative and policy positions for transition and the Presidency. The talent liaison will work closely with other R2P units to help identify needed talent for the team.

**Nominations Liaison:** The person will work with Presidential Appointments to develop and advise on the Senate nominations process.

**Tier 2**

**Confirmation Team Leader**: These individuals will be the “Sherpas” for the Cabinet nominees to shepherd them through the confirmation process. The Confirmation Team Leader will manage a team of policy, personnel and administrative staff who will be responsible for scheduling, briefing and assisting presidential nominees during the confirmation process. The Confirmation Team Leader will be responsible for managing the nominee and all Hill outreach and communications during the confirmation process. The Confirmation Team Leader will report to the LAP Team Leader and work closely with the President-Elect’s senior staff to ensure a smooth and successful confirmation process.

**General Scope of the LAP Responsibilities**

The primary responsibility of the LAP is to create a work plan to do the following:

1. Prior to the election, in coordination with JT and RFP
	1. Provide political/legislative guidance to the agency review teams
	2. Schedule meetings with appropriate Hill contacts
	3. React to Hill inquiries
	4. Create a team approach with Hill contacts
2. After the election, have a series of planned interactions with Congress to support all transition and first 200 day plan activities, including:
	1. Managing Lame Duck issues
	2. Managing confirmation process for cabinet and first wave of PAS appointees

The LAP will coordinate its work with other areas of R2P, in particular the Department/Agency Review Teams, the Policy and Strategy Task Forces, and Presidential Appointments Teams.

The LAP will report to the R2P Chairman, Governor Michael Leavitt. Progress with be tracked on a system coordinated by OPPM, Inc. The Team Leader is responsible for providing progress reports according to a pre-determined schedule.

**Operating Rules**

**General planning horizon:** The primary task of R2P is to provide a plan under which the Romney administration can initiate activities in both the transition period and in the first 200 days of the new administration which can be in full effect within 2000 days. However, LAP will also have a role prior to the transition in coordination with the Romney for President Campaign.

**Involvement of outside resources:** It is not intended that LAP members rely exclusively on their own knowledge and expertise. It is expected that members will (within the confines of confidentiality) seek the views, input, and involvement of expert resources to enrich the LAP’s recommendations.

**OPPM**: Progress will be tracked on a system referenced as an OPPM (One Page Project Manager). The Team Leader is responsible to assure that the OPPM accurately reflects progress.

**Clearance, Confidentiality and Ethics**

Team Leaders are authorized to grant membership on their review team subject to vetting by R2P. Before joining the review team, proposed members must sign confidentiality and ethics agreements. No exceptions will be made on this requirement.

**Deliverables**

The LAP is commissioned to produce the following deliverables by the dates indicated.

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| Accountability Date | Description |
| September 12, 2012 | Identify, vet, and onboard the tier 1 list of team members.  |
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| September 12, 2012 | Complete a plan for activities in the pre-election period (to be completed in coordination with the RFP Campaign). |
| September 12, 2012 | Develop a process for scheduling meetings with members of Congress or their staff, coordinating protocol, and collaborating with the RFP Campaign. |
| September 18, 2012November 1, 2012 | In consultation with Department/Agency Review Team Leaders, identify a member of each review team to serve as a legislative affairs liaison. (Tier 2 list).Identify, vet and onboard Confirmation Team Leaders or (“Sherpas”) to lead Confirmation Teams and shepherd the cabinet and priority PA through confirmation process. |
| November 6, 2012November 6, 2012 | Develop Identify, vet and onboard Confirmation Teams to manage confirmation process of cabinet nominees.Complete a legislative affairs plan for activities in the post-election period that support all transition projects and initiatives. |