

Romney Readiness Project
Transition Phase Charter Addendum
Department and Agency Review

DEPARTMENT OF COMMERCE LANDING TEAM

October 9, 2012

The purpose of the Department of Commerce Landing Team is to evaluate a series of Commerce-related matters from within the Department. It is governed by the same rules and standards articulated in the Commerce Planning Phase Charter. This addendum lists the deliverables members of the Landing Team are expected to produce.

Deliverables

Accountability Date

Description

November 7, 2012 Convene Landing Team and conduct table top exercise.

BUDGET DELIVERABLES

December 15, 2012 Budget Input [Input guidance to be provided by Budget Group]

POLICY & STRATEGY DELIVERABLES

December 15, 2012 Submit updated memoranda documenting the key issues and recommended actions (legislation, de-regulation, executive order) needed to achieve President-elect Romney's priorities.

OUTREACH PLANNING

October 24, 2012 Prepare a summary of the industry associations, think tanks, non-profit organizations and other third parties that the Landing Team plans to consult during the Transition Phase. Identify the association contact and any issues that may require

assistance from the Public Liaison team.

Also provide to the Legislative Affairs team a summary of the planned / desired outreach to Capitol Hill. Coordinate scheduling of meetings with Legislative Affairs.

EARLY CABINET PRIORITIES DELIVERABLES

January 3, 2013 Submit the final list of (1) the most urgent deadlines the new Secretary of Commerce will confront post-handoff and (2) the summary (“2 page”) of key issues the new Secretary of Commerce will need to prioritize during the first 200 days.

January 10, 2013 Submit the final (“20 page”) briefing package for the new Secretary of Commerce. Schedule meetings to brief the incoming Secretary of Commerce and share insights from the Planning and Transition phases of the project.

CONFIRMATION DELIVERABLES

Announcement –
January 20, 2013 Prepare the Secretary-Designate of Commerce and other PAS nominees for Senate confirmation.