

AGENDA

NIH Correspondence Contacts Meeting

Tuesday, May 8, 2007, 10:00 – 11:00 a.m.

Building 31C, 6th Floor, Conference Room 10

- Introductions
- Shifting of ES Program Analysts' portfolios with addition of new Policy Monitors
- Training course: Writing and Managing Executive Correspondence at NIH (May 15-16, August 21-22)
- Recognition for outstanding work
- Rapid-turnaround assignments from OS
- SERCH procedural matters
 - Reporting errors/problems
 - Correspondence Contact queue vs Correspondence Contact Tracking queue
 - Searching for correspondence
 - New system users, especially those with delegated signature authority
- Campaign mail and uncontrolled correspondence