

**From:** Ray Gallucci *NYL*  
**To:** ALAN.M.KOLACZKOWSKI@saic.com; jafores@sandia.gov  
**Date:** Thu, Jan, 8, 2004 7:57 AM  
**Subject:** Fwd: Re: Workshop on 1/22 - 1/23 (Sunil)

**John, Alan** - will Erasmia be back from wherever in time to schedule this meeting (by 1/12, Monday)? If not, I will proceed in her place. She mentioned you would be here for both days, so should I get the same room for both, even if day two is used other than for the workshop?

**Sunil** - if Erasmia isn't here, should I do this or should Hossein schedule the meeting since it's really an RES meeting? Invitees will be limited to selected HRA experts (and Phil?).

**CC:** Eva Brown; Richard Dudley; Sunil Weerakkody

*NYL*

**From:** Eva Brown  
**To:** Dudley, Richard; Gallucci, Ray; Lois, Erasmia  
**Date:** Thu, Jan 8, 2004 7:08 AM  
**Subject:** Re: Workshop on 1/22 - 1/23

> MR

Ray,

I am pretty sure this meeting will need a formal meeting notice. A category 2 meeting is for a group licensees, industry reps, vendors, and non-governmental organizations. A category 3 meeting is with private citizens and business groups. The notice needs to be issued by the 12th.

Let me know if you guys need any assistance.

- Eva

√>>> Ray Gallucci Wednesday, January 07, 2004 4:38:09 PM >>>

MR

It is my understanding that this meeting will be open only to invited HRA experts, so is not a general meeting. Does such a meeting need a notice, other than just an internal one? I am assuming Erasmia will schedule since she has other RES-related work to discuss with the contractors.

√>>> Richard Dudley 01/07/04 03:08PM >>>

MR

Are you preparing a meeting notice for this or is it done and I just missed it?

Thanks!!