

SCHEDULING NOTE

Title: **BRIEFING ON EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE EMPLOYMENT, AND SMALL BUSINESS (Public Meeting)**

Purpose: To provide the Commission with a semi-annual update on the progress and opportunities related to equal employment opportunity, diversity and inclusion and small business.

Scheduled: **December 3, 2018**
 10:00 am

Duration: Approx. 2 hours

Location: Commissioners' Hearing Room, 1st FL OWFN

Participants:	Presentation
Margaret M. Doane , Executive Director for Operations	60 mins.*
Pamela Baker , Director, Office of Small Business and Civil Rights	
John Lubinski , Deputy Director, Office of Nuclear Security and Incident Response	
Darrell Roberts , Deputy Regional Administrator, Region III	
Trish Gallalee , Chair, Advisory Committee for Employees with Disabilities	

Topics:

- Opening Remarks
- Equal Employment Opportunity (EEO), Equal Opportunity (EO), and Diversity & Inclusion Programs
- Small Business Program
- Office Presentation
- Region III Presentation
- EEO Advisory Committee Presentation & Joint Statement
- Concluding Remarks

Commission Q & A	50 mins.
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Discussion – Wrap-up	5 mins.
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*For presentation only and does not include time for Commission Q & A's

A representative of the National Treasury Employees Union, will be invited to sit in the well. The Chairman will ask for union remarks, as permitted, under the formal meeting provision of the Collective Bargaining Agreement.