

January 20, 2021

Wednesday

January 2021

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February 2021

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WEDNESDAY		Notes
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January 21, 2021

Thursday

January 2021

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February 2021

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THURSDAY		Notes
	21	
7 ^{AM}		
8		
9	Made in America See Zoom log-in info below; Dorgelo, Cristin A. EOP/OMB	
10	Political Onboarding; Skype Meeting; Moone, Jamesa C. EOP/USTR Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
11	Priority/Time-Sensitive Decision Points Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}		
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3	Swiss Mini-Ministerial Status Update Skype Meeting Todd, Nora C. EOP/USTR	
4	Boeing/Airbus Update Exemption 6 Todd, Nora C. EOP/USTR	boeing/airbus
5	Update Nora on Solar; Skype Meeting; Todd, Nora C. EOP/USTR	
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January 22, 2021

Friday

January 2021

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February 2021

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FRIDAY		Notes
	22	
7 ^{AM}		
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9	AUST call	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11	Solar Update Exemption 6	
12 ^{PM}	Todd, Nora C. EOP/USTR	
1	Virtual HR Orientation Required HR Form Review and Federal Benefits Overview Skype Meeting Exemption 6 MBX OA WHHR	
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January 23, 2021

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SATURDAY		Notes
	23	
7 ^{AM}		
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10	call with mark	
11		
12 ^{PM}		
1	Exemption 6 ; Skype Meeting; Todd, Nora C. EOP/USTR	
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January 24, 2021

Sunday

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February 2021

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SUNDAY		Notes
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January 25, 2021

Monday

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February 2021

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MONDAY		Notes
	25	
7 ^{AM}		
8	Call with Alan Wolff	
9		
10	Town Hall Test Run; see link below; Todd, Exemption 6 ; Town Hall test run; Virtual; Pressley, Celest	
11	Virtual Town Hall see link below Todd, Nora C. EOP/USTR	Virtual Town Hall
12 ^{PM}		
1		
2	DG Selection, Walker Call Prep Exemption 6 Todd, Nora C. EOP/USTR	
3	Check in; Exemption 6 ; Todd, Nora C. EOP/USTR	
	Sr. Advisor Check-in; Exemption 6 ; Todd, Nora C. EOP/USTR	
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January 26, 2021

Tuesday

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February 2021

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TUESDAY		Notes
	26	
7 ^{AM}		
8	Call with David walker	
9	RE: PIV & EOP Complex Badge Appointment Information	
10	Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
11	Virtual HR Orientation Required HR Form Review and Federal Benefits Overview Conference Bridge Dial-In: Exemption 6 MBX OA WHHR	
12 ^{PM}	Econ Pod Check-in; https://pitc.zoomgov.com/ Exemption 6	
1	Proposed Regulation on 301 duties and de minimis Skype Meeting; Pagan, Maria L. EOP/USTR	
2		
3	Boeing/Airbus Strategy Meeting Exemption 6 Todd, Nora C. EOP/USTR	
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5	EU Engagement Update Exemption 6 Todd, Nora C. EOP/USTR	
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January 27, 2021

Wednesday

January 2021

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February 2021

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WEDNESDAY		Notes
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7 ^{AM}		
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10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11	Kenya FTA negotiations Exemption 6 Todd, Nora C. EOP/USTR	
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January 28, 2021

Thursday

January 2021

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February 2021

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THURSDAY		Notes
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7 ^{AM}		
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9	HOLD: Intel brief Tandberg Lindsey, Steve Jr. EOP/NSC	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11		
12 ^{PM}	Cabinet report	
1	USMCA Rapid Response Update Exemption 6 Todd, Nora C. EOP/USTR	
2	USMCA Labor Exemption 6 Todd, Nora C. EOP/USTR	
3	Personnel Matters; Conference Call; Moone, Jamesa C. EOP/USTR	
4	Cabinet Affairs // USTR ; https://pitc.zoor Call on Rapid Response	
5	Check in sr staff; Skype Meeting; Todd, Nora C. EOP/USTR	
6	Exemption 6	

January 29, 2021

Friday

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February 2021

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FRIDAY		Notes
	29	
7 ^{AM}		
8		
9	<p>call on WHIT agenda; Nora calling Celestine; Todd, Nora C. EOP/USTR</p> <p>DEI meeting Jamesa calling me.</p>	
10	<p>Daily COS Check-in; https://pitc.zoomgov.com Exemption 6</p>	
11	<p>Trade Reports Exemption 6; Todd, Nora C. EOP/USTR</p> <p>WTO Mini-Ministerial Debrief & Follow-Up Skype Meeting; Wu, Mark EOP/USTR</p>	
12 ^{PM}		
1	<p>China Trade Deal Data Release Exemption 6 Todd, Nora C. EOP/USTR</p> <p>Skype Meeting; Todd, Nora C. EOP/USTR</p>	
2	<p>Meeting with Sen. Sullivan and USTR-Designate Tai; https://pitc.zoomgov.com Exemption 6</p>	
3	<p>Peter Call</p>	
4	<p>Memo Review ; Nora will call when free ; Tata, Shantanu S. EOP/USTR</p>	
5	<p>Check In https://pitc.zoomgov.com Exemption 6</p>	
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January 30, 2021

Saturday

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February 2021

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SATURDAY		Notes
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January 31, 2021

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February 2021

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SUNDAY		Notes
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February 2, 2021

Tuesday

February 2021

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March 2021

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TUESDAY		Notes
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8		
9	<p>Meeting with Sen. Daines</p>	
10	<p>Europe IPC SMS Large Haggard, Henry R. EOP/NSC</p> <p>HOLD: call with mike harn</p> <p>Daily COS Check-in; http://[redacted]</p> <p>Meeting with Sen. Young i</p>	
11	<p>Request for a very brief chat re: ENR staffing (Sezaneh Seymour/NSC detail); i'm calli</p> <p>Econ Confirmations Check-in; https://pitc.zoomgov.com/[redacted] Exemption 6</p>	
12 ^{PM}		
1	<p>TRIPS Discussion; [redacted] ; Todd, Nora C. EOP/USTR</p> <p>President's Trade Agenda Planning; https://pitc.zoomgov.com/[redacted] Exemption 6</p> <p>USTR <> WHIT Sync; https://pitc.zoomgov.com/[redacted] Exemption 6</p>	
2	<p>Nora + Taylor; Barnes, Taylor A. - OSEC</p>	
3	<p>Meeting Between Sen. Marshall and UST</p> <p>Boeing/Airbus Strategy Options Exemption 6 Todd, Nora C. EOP/USTR</p>	
4		
5	<p>301 Currency Briefing Exemption 6 Todd, Nora C. EOP/USTR</p>	
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February 3, 2021

Wednesday

February 2021

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March 2021

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WEDNESDAY		Notes
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9	Hi from Kei Koizumi at OSTP; https://pitc.zoomgov.com Exemption 6	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11		
12 ^{PM}	Meeting with Karen	
1	Feb 4 Informal TRIPS Council Meeting Prep; https://pitc.zoomgov.com Exemption 6	
2	ROK Deputy Minister Kim Meeting Prep; https://pitc.zoomgov.com Exemption 6 WTO Meeting Prep; https://pitc.zoomgov.com Exemption 6	
3	Trade Advisory Committees; Exemption 6 ; Todd, Nora C. EOP/USTR	
4	CONFIRMED: 1st Made in America interagency meeting https://pitc.zoomgov.com Exemption 6 Gamble, Joelle C. EOP/WHO	
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February 4, 2021

Thursday

February 2021

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March 2021

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THURSDAY		Notes
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7 ^{AM}		
8	Classified Documents	
9	Nora Todd's Zoom Meeting ; https://pitc.zoomgov.com Exemption 6	
	[EXTERNAL] Call Jason (Canada) and Nora ; Nora to call Exemption 6	
10	Nick at Apple ; nick calling me.	
	Daily COS Check-in ; https://pitc.zoomgov.com Exemption 6	
11		
	Nora Todd-Michael Hager ; https://pitc.zoomgov.com Exemption 6	
12 ^{PM}	Cabinet report	
1	TPRG Discussion ; Exemption 6 ; Todd, Nora C. EOP/USTR	
	USTR New Employee Orientation Session Skype Meeting	
2	Morris, Angela P. EOP/USTR	FW: International Economics/Trade IPC scheduling
3		
	Stop by EEOB 333 for SNET Credentials	
4	Meeting with Senior Advisors & Office of African Affairs Exemption 6 Todd, Nora C. EOP/USTR	
5	Connecting USTR with COVID Supply Team ; https://pitc.zoomgov.com Exemption 6	
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	write ngozi talking points	

February 5, 2021

Friday

February 2021

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March 2021

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FRIDAY		Notes
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7 ^{AM}		
8	WTO DG Next Steps https://pitc.zoomgov.com/Exemption 6 Wu, Mark EOP/USTR	
9	Meeting with Senior Advisors & Office of Agricultural Affairs & Commodity Policy Exemption 6	
10	Todd, Nora C. EOP/USTR Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6	
11	USTR-Labor Rapid Response Introductory Meeting https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	Congressional outreach on WTO; https://pitc.zoomgov.com/Exemption 6 USTR Personnel; https://pitc.zoomgov.com/Exemption 6	
1	Call w/ Katherine Tai, U.S. Trade Representative-designate; Virtual Conference One-Ti	
2	Reminder: Join Zoom Early ; Lance, Ginna Call with Dr. Ngozi Okonjo-Iweala and USTR https://pitc.zoomgov.com/Exemption 6	
3	Lance, Ginna L. EOP/USTR FW: Debrief on Dr. Okonjo-Iweala Meeting Peter Harrell Call	
4	Meeting on Solar-Related Trade Actions https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
5	designate USTR members for made in america	
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February 6, 2021

Saturday

February 2021

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March 2021

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February 7, 2021

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March 2021

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SUNDAY		Notes
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February 9, 2021

Tuesday

February 2021

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March 2021

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TUESDAY		Notes
	9	
7 ^{AM}		
8		
9	<p>Meeting with Senior Advisors and Office of General Counsel Exemption 6</p>	
10	<p>Todd, Nora C. EOP/USTR</p> <p>Daily COS Check-in; https://pitc.zoomgov.com Exemption 6</p>	
11	<p>Call with Greta.</p> <p>Econ Confirmations Check-in; https://pitc.zoomgov.com Exemption 6</p>	
12 ^{PM}	<p>Call with mike harney; I'm calling him</p>	
1	<p>Meeting with Senior Advisors and ICTIME Exemption 6 Todd, Nora C. EOP/USTR</p>	
2	<p>USMCA Auto ROO Briefing https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR</p>	
3	<p>chatting with jan!</p>	
4	<p>Meeting with Senior Advisors and Office of Innovation & Intellectual Property Exemption 6</p>	
5	<p>Todd, Nora C. EOP/USTR</p>	
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February 10, 2021

Wednesday

February 2021

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March 2021

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WEDNESDAY		Notes
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9	<p>COS/AUSTR Check In; https://pitc.zoomgov.com/ Exemption 6</p> <p>Meeting with Senior Advisors and Office of Central & South Asian Affairs Exemption 6</p>	
10	<p>Todd, Nora C. EOP/USTR</p> <p>Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6</p>	
11	<p>SCI briefing</p>	
12 ^{PM}	<p>Catching up; SCIF; Todd, Nora C. EOP/USTR</p> <p>talking to Gautam</p>	
1	<p>Meeting with Senior Advisor and Office of Japan, Korea & APEC Affairs Exemption 6</p> <p>Todd, Nora C. EOP/USTR</p>	
2	<p>Boeing Airbus Debrief https://pitc.zoomgov.com/ Exemption 6</p>	
3	<p>Meeting with Senior Advisors and Office of Labor Exemption 6</p> <p>Todd, Nora C. EOP/USTR</p>	
4	<p>TRIPS Waiver; https://pitc.zoomgov.com/ Exemption 6</p> <p>Meeting with Senior Advisors and Office of Small Business, Market Access & Industri Exemption 6</p>	
5	<p>Todd, Nora C. EOP/USTR</p>	
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February 11, 2021

Thursday

February 2021

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March 2021

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THURSDAY		Notes			
	11				
7 ^{AM}					
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9	Call Chris slevin.				
10	Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6				
11	TPSC/TPRG; Todd, Nora C. EOP/USTR				
12 ^{PM}	Cabinet report				
	VTC Discussion; https://pitc.zoomgov.com/Exemption 6				
1	<table border="1"> <tr> <td>FW: LA Meeting w/Katherine WebEx Info Below Nicholson, Ian (Finance)</td> <td>trade las with Katherine</td> <td>USTR New Employee Ori UPDATE (New Link) Blue Jea Morris, Angela P. EOP/USTR</td> </tr> </table>	FW: LA Meeting w/Katherine WebEx Info Below Nicholson, Ian (Finance)	trade las with Katherine	USTR New Employee Ori UPDATE (New Link) Blue Jea Morris, Angela P. EOP/USTR	
FW: LA Meeting w/Katherine WebEx Info Below Nicholson, Ian (Finance)	trade las with Katherine	USTR New Employee Ori UPDATE (New Link) Blue Jea Morris, Angela P. EOP/USTR			
2	Adam-Nora PA Team Chat; TBD; Hodge, A chatting with adam				
3	USTR-designate Tai & Sarah Bianchi https://pitc.zoomgov.com/Exemption 6				
4					
5	GL/Nora re: Meeting Structure ; Nora call GL; Lance, Ginna L. EOP/USTR				
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February 12, 2021

Friday

February 2021

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March 2021

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FRIDAY		Notes
	12	
7 ^{AM}		
8		
9	Week Ahead AUSTRs Meeting; https://pitc.zoomgov.com Exemption 6	
10	Diversity Committee Meeting Todd, Nora C. EOP/USTR	
	Diversity, Equity & Inclusion Meeting https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11	USTR-DOL-Labor Rapid Response Meetin https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
	USTR-DOL-Labor Rapid Response Meetin https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}		
	WTO Fisheries Subsidies Negotiations Briefing https://pitc.zoomgov.com/j Exemption 6	
1		
2	Trade Advisory Committee Discussion https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
3	Boeing/Airbus & Solar https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
	Peter Harrell Call	
4	Nora-Brad IPC Debrief; Winder; Todd, Nora C. EOP/USTR	
	SCIF training	
5		
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February 13, 2021

Saturday

February 2021

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March 2021

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SATURDAY		Notes
	13	
7 ^{AM}		
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12 ^{PM}		
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February 14, 2021

Sunday

February 2021

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March 2021

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SUNDAY		Notes
	14	
7 ^{AM}		
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February 15, 2021

Monday

February 2021

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March 2021

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MONDAY		Notes
	15	
7 ^{AM}		
8	Boeing/Airbus & Solar https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
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12 ^{PM}		
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4	Nora/Greta; https://pitc.zoomgov.com Exemption 6	
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February 16, 2021

Tuesday

February 2021

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March 2021

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TUESDAY		Notes
	16	
7 ^{AM}		
8		
9		
10	<p>Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/j/Exemption 6</p> <p>Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6</p>	
11	<p>Exemption 6</p> <p>Econ Confirmations Check-in; https://pitc.zoomgov.com/Exemption 6</p>	
12 ^{PM}	<p>Market-Oriented Proposal - March WTO GC; https://pitc.zoomgov.com/Exemption 6</p> <p>Australia Issue; https://pitc.zoomgov.com/Exemption 6</p>	
1	<p>Meeting with Senior Advisors & Office of Services and Investment Exemption 6 Todd, Nora C. EOP/USTR</p>	
2	<p>337 on Electric Vehicle Batteries https://pitc.zoomgov.com/Exemption 6</p>	
3	<p>Meeting with Senior Advisors and Office of Southeast Asia & the Pacific Exemption 6 Todd, Nora C. EOP/USTR</p>	
4	<p>call ed gresser</p>	
5		
6	<p>Jan Beukelman's Zoom Meeting; https://pitc.zoomgov.com/Exemption 6</p>	

February 17, 2021

Wednesday

February 2021

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March 2021

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WEDNESDAY		Notes
	17	
7 ^{AM}		
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9		
10	<p>Meeting with Senior Advisors and the Geneva Office Exemption 6 Todd, Nora C. EOP/USTR</p> <p>Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6</p>	
11	<p>call with Deborah</p> <p>Deputies Meeting on Racial Justice and Equity https://pitc.zoomgov.com/j/ Exemption 6 Lhamon, Catherine E. EOP/WHO</p>	
12 ^{PM}	<p>Call with Lindsey; Lindsey calling me</p>	
1	<p>Meeting with Senior Advisors and Office of Textiles Exemption 6 Todd, Nora C. EOP/USTR</p>	
2	<p>Meeting with Senior Advisors and Office of Western Hemisphere Exemption 6 Todd, Nora C. EOP/USTR</p>	
3	<p>Meeting with Senior Advisors and Office of WTO & Multilateral Affairs Exemption 6 Todd, Nora C. EOP/USTR</p>	
4		
5	<p>GPA/Essential Medicines Discussion https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR</p>	
6	<p>USTR-designate Tai Moot https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR</p>	

February 18, 2021

Thursday

February 2021

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March 2021

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THURSDAY		Notes
	18	
7 ^{AM}		
8		
9	Meeting with USTR/ Mazda; https://pitc.zoomgov.com/Exemption 6	
10	nora and sirat chatting; nora calling sirat; Todd, Nora C. EOP/USTR Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6	
11	Nora/Janice Call; Nora calling Janice; Todd Call with Myron Brilliant, US Chamber ; Z	
12 ^{PM}	Econ PPO/USTR Meeting; https://pitc.zoomgov.com/Exemption 6	
1	Sharepoint Training https://pitc.zoomgov.com/Exemption 6 Lance, Ginna L. EOP/USTR	
2	GSP Discussion https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
3	TRIPS Waiver Skype Meeting Wu, Mark EOP/USTR	
4	Follow up; Exemption 6 Todd, Nora C. EOP/USTR	
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February 19, 2021

Friday

February 2021

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March 2021

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FRIDAY		Notes
	19	
7 ^{AM}		
8	Facilities Tour Todd, Nora C. EOP/USTR	
9	Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6 ; Lance, Ginna L. EOP/USTR	
10	Daily COS Check-in; https://pitc.zoomg TPRG Meeting Tata, Shantanu S. EOP/USTR	
11		
12 ^{PM}	Catching up!; Todd, Nora C. EOP/USTR Nisanci // Todd (USTR) Check In; > https://ustreasury.zoomgov.com , Exemption 6	
1	Secretary/Nominee Strategy Meeting -- Ethics Briefing https://pitc.zoomgov.com , Exemption 6 Ryan, Evan M. EOP/WHO	
2	WH OLA / Agency Nominations Check-in; https://pitc.zoomgov.com , Exemption 6	
3	Peter Harrell Call	
4	Decision Points Meeting https://pitc.zoomgov.com , Exemption 6 Todd, Nora C. EOP/USTR	
5	Nora/Sameera Chatting; Nora calling Sameera Exemption 6 ; Todd, Nora C. EOP/USTR	
6		

February 20, 2021

Saturday

February 2021

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March 2021

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SATURDAY		Notes
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February 21, 2021

Sunday

February 2021

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March 2021

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SUNDAY		Notes
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7 ^{AM}		
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12 ^{PM}		
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2	Nora Todd's Zoom Meeting https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
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February 22, 2021

Monday

February 2021

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March 2021

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21	22	23	24	25	26	27
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MONDAY		Notes
	22	
7 ^{AM}		
8		
9		
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/Exemption 6	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/Exemption 6	
11	Ag Policy Discussion https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	Nora-Leandra Chatting; https://pitc.zoomgov.com/Exemption 6	
1	Team Engagement Meeting https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
2	Nora-Chris Meeting; https://pitc.zoomgov.com/Exemption 6	
3	Trade Report Rollout ; https://pitc.zoomgov.com/Exemption 6	
4	Forced Labor Enforcement Task Force - N https://pitc.zoomgov.com/Exemption 6	
	White House Leadership Meeting https://pitc.zoomgov.com/Exemption 6	
5	USTR.gov Facelift Touchbase; https://pitc.zoomgov.com/Exemption 6	
6		
	7:45pm - 8:45pm go through sf 86(im calling brian)	

February 23, 2021

Tuesday

February 2021

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March 2021

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TUESDAY		Notes
	23	
7 ^{AM}		
8	Nora-Sean Meeting; https://pitc.zoomgov.com/ Exemption 6	
9	Talk: Nora and David; Phone Call / David Will Initiate Call; Boling, David A. EOP/USTR	
10	USTR/USITC Meeting; Microsoft Teams Meeting; Bhatti, Roop Daily COS Check-in (+WHLs); https://pitc.zoomgov.com/ Exemption 6	
11	OIRA Briefing on Regulatory Unwinding https://pitc.zoomgov.com/ Exemption 6 Econ Confirmations Check-in; https://p	
12 ^{PM}	Call with AA/S Peter Haas; He will call you Advisory Group Discussion re: Charter op	
1	China briefing Todd, Nora C. EOP/USTR	
2	FW: 2021 Black History Month Program--Tues. Feb 23 @ 2pm	
3	Nora-Jan-Katherine https:// Exemption 6 Todd, Nora C. EOP/USTR	
4	Document Review; SCIF; Tata, Shantanu S. EOP/USTR Meeting with Senior Advisors and Office of Trade Policy and Economic Affairs Exemption 6	
5	Todd, Nora C. EOP/USTR	
6		
	8:00pm - 9:00pm Boeing/Airbus Prep(https://pitc.zoomgov.com/) Exemption 6	

February 24, 2021

Wednesday

February 2021

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March 2021

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WEDNESDAY		Notes
	24	
7 ^{AM}		
8	USTR-Dept. for International Trade Meeting https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
9	AUSTRs Check In ; Participant Dial-In: Exemption 6 ; Lance, Gin	
10	hold for meeting with janice Daily COS Check-in ; https://pitc.zoomgov.com/ Exemption 6	
11	Nora Todd-Michael Hager Meeting https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	check-in follow up ; Sirat call Nora Exemption 6 ; Attapit, Sirat K. EOP/USTR	
1	USMCA Dairy Case Exemption 6 https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
2	Hearing Delivery Prep https://pitc.zoomgov.com/ Exemption 6	
3	Decision Points #2 https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
4	Call w W&M Ds re TRIPS Waiver ; Exemption 6 Beuk HOLD: Treasury Meeting on Ex-Im ; Todd, Nora Todd-Larry McDonald Meeting ; htt	
5	Touch Base/Pep Talk ; https://pitc.zoomgov.com/ Exemption 6	
6		
	Exemption 6	

February 25, 2021

Thursday

February 2021

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March 2021

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THURSDAY		Notes
	25	
7 ^{AM}		
8		
9	Boeing/Airbus https://pitc.zoomgov.com/Exemption 6	
10	Katherine's Hearing <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Daily COS Check-in; https://pitc.zoomg </div>	
11		
12 ^{PM}	Cabinet report	
1	DC SCIF Winder Room 218 Calendar	
2	HOLD: China IPC	
3		
4	Meeting on Solar https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;"> FW: EOP Zoom User Training @ Thu P </div>	
5	Nora/Sam "Coffee"; Skype Meeting; Kleiner, Samuel M. EOP/WHO	
6	5:45pm Supply Chain Deputies Meeting https://pitc.zoomgov.com/Exemption 6 ;	

February 26, 2021

Friday

February 2021

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March 2021

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FRIDAY		Notes
	26	
7 ^{AM}		
8	COS Office Hours https://pitc.zoomgov.com Exemption 6	
9	Week Ahead AUSTRs Meeting Participant Dial-In: 888-330-1716; Access Code: 7882482; Lance, Ginna L. EOP/USTR	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11	Exemption 6	
12 ^{PM}	Boeing/Airbus Check in; https://pitc.zoomgov.com Exemption 6	
1	Boosting Agency Employee Morale and Engagement https://pitc.zoomgov.com Exemption 6 Ryan, Evan M. EOP/WHO	
2	call andy on currency	
3	USTR Brief; Microsoft Teams Meeting; Andrew Rollo	
4	Team Engagement #2 https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	Discuss ITC matter; https://pitc.zoomgov.com
5	EOP component chiefs - monthly; https://pitc.zoomgov.com Exemption 6	
6		

February 27, 2021

Saturday

February 2021

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March 2021

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SATURDAY		Notes
	27	
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February 28, 2021

Sunday

February 2021

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March 2021

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SUNDAY		Notes
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March 1, 2021

Monday

March 2021

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April 2021

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MONDAY		Notes
	1	
7 ^{AM}		
8		
9		
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/ Exemption 6	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/ Exemption 6	
11	Middle East Meeting https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	Chat Boeing; https://pitc.zoomgov.com/ Exemption 6	
	Call with Julian Sham; https://georgetown.zoom.us/ Exemption 6	
1	Mexico Energy Issues https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
2	USTR-CBP Check-in https://pitc.zoomgov.com/ Exemption 6 Peisch, Greta M. EOP/USTR	
3	Mark/Nora https://pitc.zoomgov.com/ Exemption 6	
4	White House Leadership Meeting https://pitc.zoomgov.com/ Exemption 6	
5	HOLD: Time with Katherine on TRIPS; To: Mark/Nora/Katherine; https://pitc.zoomgov.com/	
6		
	8:15pm - 9:00pm Boeing Conversation(https://pitc.zoomgov.com/) Exemption 6	
	8:15pm - 9:00pm HOLD: Convo with Katherine on Boeing	

March 2, 2021

Tuesday

March 2021

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April 2021

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TUESDAY		Notes
	2	
7 ^{AM}		
8	COS FO Office Hours [EXTERNAL] USTR HOLD for call with Nora Todd's Zoom Shantanu-Nora Chat ; Shantanu Calls Nora; Tata, Shantanu S. EOP/	
9	Performance Management Zoom Meeting https://pitc.zoomgov.com/Exemption 6 Galla, Cassie L. EOP/USTR	
10	Daily COS Check-in (+ WHLs) ; https://pitc.zoomgov.com/Exemption 6	
11	Ethan + Nora Chat ; Holmes, Ethan M. EOP/USTR Econ Confirmations Check-in ; https://pitc.zoomgov.com/Exemption 6	
12 ^{PM}	Work on Great Lakes remarks	
1	[EXTERNAL] GLMCC Fly In: The State of L HOLD: Great Lakes Metro Chambers Coal USTR - SEIA Meeting ; https://pitc.zoomgov.com/Exemption 6 Nora Todd's Zoom Meeting ; https://pitc.zoomgov.com/Exemption 6	
2	TRIPS Waiver Meeting ; https://pitc.zoomgov.com/Exemption 6	
3	Diversity, Equity & Inclusion Meeting (Part 2) Zoom; https://pitc.zoomgov.com/Exemption 6 Moone, Jamesa C. EOP/USTR	
4	Fire Fighters Petition ; https://pitc.zoomgov.com/Exemption 6 HOLD: Meeting on Fire Fighters Position ; HOLD: Rapid Response Case ; Todd, Nora Meeting on Labor Case ; https://pitc.zoomgov.com/Exemption 6	
5	FO AUSTR Check In ; https://pitc.zoomgov.com/Exemption 6	
6	USTR! ; https://pitc.zoomgov.com/Exemption 6	
	7:00pm - 7:30pm Sameera/Karen/Nora Connect Exemption 6	
	7:30pm - 8:00pm Nora Todd's Zoom Meeting Exemption 6	

March 3, 2021

Wednesday

March 2021

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April 2021

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WEDNESDAY		Notes
	3	
7 ^{AM}	appointment	
8	COS FO Office Hours	
9	AUSTRs Check In; Participant Dial-In: Exemption 6; Lance, Gin	
10	Nora Todd's Zoom Meeting https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	Daily COS Check-in; https://pitc.zoomg
11	USTR Discussion of Made in America" EO waivers for FTA/GPA partners for Sub IPC	
12 ^{PM}	USTR Staffing Plan & Office Space Skype Meeting Moone, Jamesa C. EOP/USTR	
1	US-UK Comms Discussion; https://pitc.zoc	Sos Truss and Acting USTR Maria Pagan;
2	Nora (USTR) and Pete (BCIU); Nora calls Pete at Exemption 6 Lance, Ginna L. EOP/US	
	Chat EU?; https://pitc.zoomgov.com/Exemption 6	let's try this; Skype Meeting; Todd, Nora C.
3	Transparency; https://pitc.zoomgov.com/Exemption 6	
4	Nora-Daniel Chat; https://pitc.zoomgov/Exemption 6	
	Buy American/TAA Waivers; https://pitc.zoomgov.com/Exemption 6	
5		
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March 4, 2021

Thursday

March 2021

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April 2021

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THURSDAY		Notes
	4	
7 ^{AM}		
8	COS FO Office Hours Nora Todd's Zoom Meeting https://pitc.zoomgov.com/j/Exemption 6 Todd, Nora C. EOP/USTR	
9	[EXTERNAL] Re: To From Catherine Lh: HOLD: Mike Castel patrick	
10	Nora Todd's Zoom Meeting; https://pitc.zoomgov.com/Exemption 6 Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6	
11	Connect on KT Engagement Plan https://pitc.zoomgov.com/Exemption 6 Edwards, Hannah E. EOP/USTR	
12 ^{PM}	Cabinet report Team Engagement and Katherine ; https://pitc.zoomgov.com/Exemption 6	
1	Xinjiang Meeting https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
2	Chatting Part 2; https://pitc.zoomgov.com/Exemption 6 DC SCIF	
3	Winder Room 218 Calendar	
4	Nora-Dawn Meeting https://pitc.zoomgov.com/Exemption 6	
5	Document Review; Winder 211; Tata, Shantanu S. EOP/USTR	
6	USTR: Position ID & Prioritization ; https://pitc.zoomgov.com/Exemption 6	

March 5, 2021

Friday

March 2021

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April 2021

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FRIDAY		Notes
	5	
7 ^{AM}		
8	COS Office Hours Rachel/Nora Chat; https://pitc.zoomgov.cc Nora/David Chat; https://pitc.zoomgov.co	
9	Week Ahead AUSTRs Meeting + TPRG Conversation Participant Dial-In: Exemption 6 Lance, Ginna L. EOP/USTR	
10	Daily COS Check-in; https://pitc.zoomgov Exemption 6	
11	DEI Recommendations https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	HOLD: DEI Meeting Todd, Nora C. EOP/USTR
12 ^{PM}	Intro: USDA and USTR Collaboration https://www.zoomgov.com Exemption 6	USDA Meeting https://www.zoomgov.com Exemption 6
1	White House Gender Policy Council with Julissa Reynoso and Jennifer Klein https://pitc.zoomgov.com/j/ Exemption 6 Ryan, Evan M. EOP/WHO	
2	Ag Policy Part 2 https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
3	Suitability Determinations https://pitc.zoomgov.com/ Exemption 6 Reilly, Katie A. EOP/WHO	Peter Harrell Call
4		
5	Nora Todd's Zoom Meeting; https://pitc.zoomgov.com/ Exemption 6	
6		

March 6, 2021

Saturday

March 2021

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April 2021

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SATURDAY		Notes
	6	
7 ^{AM}		
8		
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11	<p>Nora Todd's Zoom Meeting https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR</p>	
12 ^{PM}		
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March 7, 2021

Sunday

March 2021

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April 2021

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SUNDAY		Notes
	7	
7 ^{AM}		
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12 ^{PM}		
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3		
4	<p>Ambassador Schedule Planning https://pitc.zoomgov.com/j/Exemption 6 Lance, Ginna L. EOP/USTR</p>	
5		
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March 8, 2021

Monday

March 2021

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April 2021

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MONDAY		Notes
	8	
7 ^{AM}		
8		
9		
	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/Exemption 6	
10	HOLD: Call with Sophie Weekly COS/WHL Check-in; https://pitc.zoomgov.com/Exemption 6	
11	CPA-USTR Solar Meeting; https://pitc.zoomgov.com/Exemption 6	
	HOLD: CPA Solar Meeting; Todd, Nora C. PC Debrief; Winder 211; Tata, Shantanu S. EOP/USTR	
12 ^{PM}		
1	Staffing Follow Up https://pitc.zoomgov.com/Exemption 6 Lance, Ginna L. EOP/USTR	
2		
3	Exemption 6 Exemption 6	
4	White House Leadership Meeting https://pitc.zoomgov.com/Exemption 6	
5		
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March 9, 2021

Tuesday

March 2021

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April 2021

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TUESDAY		Notes
	9	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Virtual Coffee with Ethan; Ethan Number [REDACTED]</p> <p>Re: Hello from Commerce; Cara is calling [REDACTED]</p>	
9		
10	<p>Cassie Galla's Zoom Meeting - Performan https://pitc.zoomgov.com/Exemption 6 Galla, Cassie L. EOP/USTR</p> <p>National Security Agencies COS Bi-We</p> <p>Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6</p>	
11	<p>Meeting: AKT Schedule Preferences Revi Zoom Info Below; Edwards, Hannah E. EOP/</p> <p>Econ Confirmations Check-in; https://p[REDACTED]</p> <p>Check in on DC; https://pitc.zoomgov.com</p>	
12 ^{PM}		
	<p>Hello!; https://pitc.zoomgov.com/Exemption 6</p> <p>International Trade and Economics IP</p>	
1		
2		
	<p>TRIPS Check In; https://pitc.zoomgov.com/Exemption 6</p>	
3	<p>Meeting with Salman, State Dir. of Policy Planning https://global.gotomeeting.com/Exemption 6 Lance, Ginna L. EOP/USTR</p>	
4	<p>Hello Part 2; https://pitc.zoomgov.com/Exemption 6</p> <p>Tai swearing-in ; https://pitc.zoomgov.com/Exemption 6</p>	
5		
6	<p>SK case</p>	
	7:15pm - 8:15pm Blocked	

March 10, 2021

Wednesday

March 2021

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April 2021

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WEDNESDAY		Notes
	10	
7 ^{AM}		
8	COS FO Office Hours Nora/Samuel office hours; https://pitc.zoc	
9	AUSTRs Check In; https://pitc.zoomgov.com Exemption 6	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11		
12 ^{PM}	Rapid Response Prep Meeting; https://pitc.zoomgov.com FW: EOP ZoomGov 101 training session c https://pitc.zoomgov.com Exemption 6	
1	TRIPS Waiver Follow-up Discussion https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
2	call daniel lee Prosper Africa Background Meeting; https://pitc.zoomgov.com Exemption 6	
3	HOLD: Rapid Response Todd, Nora C. EOP/USTR Rapid Response https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
4	Jan to call Nora; Beukelman, Jan D. EOP/USTR	
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March 11, 2021

Thursday

March 2021

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April 2021

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THURSDAY		Notes
	11	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>[EXTERNAL] Webex meeting invitation</p>	
9		
10	<p>337 Batteries Update Briefing https://pitc.zoomgov.com Exemption 6 Peisch, Greta M. EOP/USTR</p> <p>Daily COS Check-in; https://pitc.zoomgov.com Exemption 6</p>	
11	<p>Call on TRIPS; She is calling my cell; Todd, Nora C. EOP/USTR</p> <p>Katharine Ferguson/Nora Todd; Exemption 6 Ferguson, Katharine - OSEC - Washington</p>	
12 ^{PM}	<p>Cabinet report</p> <p>read GSP memos</p>	
1	<p>GSP Meeting https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR</p>	
2	<p>NT Office Hours; https://pitc.zoomgov.com Exemption 6</p>	
3		
4	<p>Meeting: Engagement Schedule Review https://pitc.zoomgov.com Exemption 6</p> <p>Briefing: UK/EU https://pitc.zoomgov.com/ Exemption 6</p>	
5	<p>Call: Office Review; Nora to FaceTime AKT ; Edwards, Hannah E. EOP/USTR</p>	
6	<p>decision points memo writing</p> <p>Nora Todd's Zoom Meeting; https://pitc.z</p>	

March 12, 2021

Friday

March 2021

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April 2021

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FRIDAY		Notes
	12	
7 ^{AM}		
8	<p>COS Office Hours</p> <p>Andrea/Nora Chat; https://pitc.zoomgov.com</p>	
9	<p>Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6; Lance, Ginna L. EOP/USTR</p>	
10	<p>Daily COS Check-in; https://pitc.zoomgov.com Exemption 6</p>	
11	<p>Principals Tax Meeting/DST Strategy; https://pitc.zoomgov.com Exemption 6</p> <p>SCIF; Todd, Nora C. EOP/USTR</p>	
12 ^{PM}	<p>Deputies Small Group Winder 218 Tata, Shantanu S. EOP/USTR</p> <p>The Fifth Risk: A Conversation With Mich https://pitc.zoomgov.com Exemption 6 Ryan, Evan M. EOP/WHO</p>	
1	<p>Nora/Ginna; https://pitc.zoomgov.com/ Exemption 6</p>	
2	<p>DEIA Meeting https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR</p> <p>HOLD: DEI Meeting Todd, Nora C. EOP/USTR</p>	
3	<p>call with Kathleen</p>	
4	<p>Briefing: Team Engagement https://pitc.zoomgov.com/j/ Exemption 6</p>	
5	<p>Briefing: Targeted Enforcement (Solar/Made in America/337 batteries) https://pitc.zoomgov.com/ Exemption 6</p>	
6	<p>hold for PPO</p>	

March 13, 2021

Saturday

March 2021

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April 2021

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SATURDAY		Notes
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March 14, 2021

Sunday

March 2021

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April 2021

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SUNDAY		Notes
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March 15, 2021

Monday

March 2021

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April 2021

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MONDAY		Notes
	15	
7 ^{AM}		
8		
9	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/Exemption 6	
10	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/j/Exemption 6	Nora-Sophie; https://pitc.zoomgov.com/j/Exemption 6
11	Exemption 6	
12 ^{PM}	Meeting: Final Check In; https://pitc.zoomgov.com/Exemption 6	
1	Briefing: Ag https://pitc.zoomgov.com/j/Exemption 6	
2		
3	DST Tariff Notification Meeting https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
4	USMCA Working Group https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	White House Leadership Meeting https://pitc.zoomgov.com/Exemption 6
5	DEIA at USTR; https://pitc.zoomgov.com/Exemption 6	
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March 16, 2021

Tuesday

March 2021

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April 2021

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TUESDAY		Notes
	16	
7 ^{AM}		
8	COS FO Office Hours Sirat + Nora; https://pitc.zoomgov.com/join/9111111111 Jan + Nora; https://pitc.zoomgov.com/join/9111111111	
9	FO Check In; https://pitc.zoomgov.com/join/9111111111 Exemption 6	
10	Exemption 6	
	Daily COS / WHL Check-in; https://pitc.zoomgov.com/join/9111111111 Exemption 6	
11	Econ Confirmations Check-in; https://pitc.zoomgov.com/join/9111111111 Nora Todd's Zoom Meeting; https://pitc.zoomgov.com/join/9111111111	
12 ^{PM}	Rapid Response Meeting https://pitc.zoomgov.com/join/9111111111 Exemption 6 Todd, Nora C. EOP/USTR	
1	Racial Equity EO Meeting Skype Meeting Thompson, Jamila EOP/USTR	
2	Briefing: Currency https://pitc.zoomgov.com/join/9111111111 Exemption 6	
3	State DRL/USTR GSP Meeting https://global.gotomeeting.com/join/9111111111 Exemption 6 Lance, Ginna L. EOP/USTR	
4	Briefing: China Phase One https://pitc.zoomgov.com/join/9111111111 Exemption 6	
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March 17, 2021

Wednesday

March 2021

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April 2021

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WEDNESDAY		Notes
	17	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
	AUSTRs Check In; Participant Dial-In: Exemption 6 ; Lance, Gin	
10	Call dot.	
	Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
11	Deputy Committee Meeting: Made in Arr https://pitc.zoomgov.com/ Exemption 6 Japan - Beef Safeguard; https://pitc.zoomgov.com/	
12 ^{PM}	Exemption 6	
1	Debrief on AE Discussion; https://pitc.zoomgov.com/ Restricted Global COVID response IPC - 1 https://pitc.zoomgov.com/ Exemption 6 Maria + Nora + Shantanu; Winder Room ;	
2	Document Review; SCIF; Tata, Shantanu S. EOP/USTR [EXTERNAL] Call Jason Easton & Nora Todd ; Jason to call Nora: Exemption 6 Jason	
3	Nora Todd's Zoom Meeting; https://pitc.zoomgov.com/ Exemption 6 Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com/ Exemption 6	
4	Briefing: Africa/WHEM/ENR https://pitc.zoomgov.com/ Exemption 6	
5	Meeting: Decision Points https://pitc.zoomgov.com/ Exemption 6	
6		

March 18, 2021

Thursday

March 2021

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April 2021

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THURSDAY		Notes			
	18				
7 ^{AM}					
8	<table border="1"> <tr> <td>COS FO Office Hours</td> <td>HOLD: EU Trade and Technology Call Todd, Nora C. EOP/USTR</td> <td>Trade and Technology Cot https://pitc.zoomgov.com/j/ Todd, Nora C. EOP/USTR</td> </tr> </table>	COS FO Office Hours	HOLD: EU Trade and Technology Call Todd, Nora C. EOP/USTR	Trade and Technology Cot https://pitc.zoomgov.com/j/ Todd, Nora C. EOP/USTR	
COS FO Office Hours	HOLD: EU Trade and Technology Call Todd, Nora C. EOP/USTR	Trade and Technology Cot https://pitc.zoomgov.com/j/ Todd, Nora C. EOP/USTR			
9	<table border="1"> <tr> <td>FO Check In; https://pitc.zoomgov.com/ Exemption 6</td> </tr> </table>	FO Check In; https://pitc.zoomgov.com/ Exemption 6			
FO Check In; https://pitc.zoomgov.com/ Exemption 6					
10	Exemption 6				
	<table border="1"> <tr> <td>Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6</td> </tr> </table>	Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6			
Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6					
11	Exemption 6				
12 ^{PM}	<table border="1"> <tr> <td>Cabinet report</td> </tr> </table>	Cabinet report			
Cabinet report					
	Exemption 6				
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3	<table border="1"> <tr> <td>DC Meeting SCIF Tata, Shantanu S. EOP/USTR</td> </tr> </table>	DC Meeting SCIF Tata, Shantanu S. EOP/USTR			
DC Meeting SCIF Tata, Shantanu S. EOP/USTR					
4	<table border="1"> <tr> <td>AKT Swearing In Details Below Edwards, Hannah E. EOP/USTR</td> </tr> </table>	AKT Swearing In Details Below Edwards, Hannah E. EOP/USTR			
AKT Swearing In Details Below Edwards, Hannah E. EOP/USTR					
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March 19, 2021

Friday

March 2021

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April 2021

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FRIDAY		Notes
	19	
7 ^{AM}		
8	<p>Sara/Nora Nora calls Sara at [Exemption 6] Lance, Ginna L. EOP/USTR</p> <p>Nora + Erland; Zoom link to come; https://[redacted]</p>	<p>COS Office Hours</p>
9	<p>Call w/ Ron Klain; AKT Office (He will call y [redacted])</p> <p>Week Ahead AUSTRs Meeting; Participant Dial-In: [Exemption 6]</p>	<p>FO Check In; https://pitc.zoomgov.com/[redacted]</p>
10	<p>FW: Ambassador Tai Welcome All Staff;</p> <p>Daily COS Check-in; https://pitc.zoomg [redacted]</p>	<p>Meeting: USTR/Former Acting; AKT Office</p>
11	<p>Call with Public Citizen</p>	
12 ^{PM}		
1	<p>DC Meeting SCIF Tata, Shantanu S. EOP/USTR</p>	<p>Cabinet Affairs Strategy Meeting - Presic https://pitc.zoomgov.com/[Exemption 6] Ryan, Evan M. EOP/WHO</p>
2	<p>AKT Briefing: Canada/UK/EU/WTO https://pitc.zoomgov.com/[Exemption 6]</p>	
3	<p>AKT Briefing: TRIPS Outreach https://pitc.zoomgov.com/[Exemption 6]</p>	<p>Peter Harrell Call</p>
4	<p>FO w/ AKT; https://pitc.zoomgov.com/[Exemption 6]</p>	
5	<p>Call Deborah</p>	
6	<p>Carmel / Nora connect; Carmel call Nor [redacted]</p>	<p>RE: Time to connect</p>

March 20, 2021

Saturday

March 2021

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April 2021

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SATURDAY		Notes
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March 21, 2021

Sunday

March 2021

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April 2021

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SUNDAY		Notes
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7 ^{AM}		
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March 22, 2021

Monday

March 2021

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April 2021

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MONDAY		Notes
	22	
7 ^{AM}		
8	AKT Daily Reading Winder Room 218 Calendar; Edwards, Hannah E. EOP/USTR	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/ Exemption 6	
10	AKT Call: Amb. Tai + Minister Ng (Canada)	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/	
11	AKT Call: Amb. Tai + Sec. Truss (UK); https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}	AKT Call: Amb. Tai + EVP Dombrovskis (EU); https://pitc.zoomgov.com/ Exemption 6	
	AKT Call: Amb. Tai + Dr. Ngozi (WTO); https://pitc.zoomgov.com/ Exemption 6	
1	time to chat?; nora to call daniel; Todd, Nora C. EOP/USTR	
2	Nora Todd / Yohannes Abraham; Yohannes to call Nora at Exemption 6 ; Abraham, Yor	
	AKT Briefing: Japan/Korea Calls; https://pitc.zoomgov.com/j/ Exemption 6	
3	Exemption 6	
	AKT Briefing: Gina McCarthy	
4	White House Leadership Meeting; https://pitc.zoomgov.com/j/ Meeting: USTR/COS; https://pitc.zoomgov.com/j/	
5	Exemption 6	
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March 23, 2021

Tuesday

March 2021

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April 2021

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TUESDAY		Notes
	23	
7 ^{AM}	<p>AKT Call: Amb. Tai + Minister Kaijima (Japan) https://pitc.zoomgov.com/ Exemption 6</p>	
8	<p>COS FO Office Hours</p> <p>AKT Call: Amb. Tai + Minister Yoo (Korea)</p>	
9	<p>FO Check In; https://pitc.zoomgov.com/</p> <p>AKT Call: Amb. Tai + Minister Motegi (Ja) Call in details below; Edwards, Hannah E. EC</p> <p>AKT Daily Reading; Winder Room 218 Calendar; Edwards, Hannah E. EOP/USTR</p>	
10	<p>AKT Call: Amb. Tai + Gina McCarthy; http://</p> <p>National Security Agencies COS Bi-We</p> <p>AKT Briefing: France Call; Daily COS Check-in; http://</p>	
11	<p>AKT Briefing: Mexico Call;</p> <p>AKT Briefing: Granholm/R</p> <p>Econ Confirmations Check-in; https://pitc.zoomgov.com/</p>	
12 ^{PM}	<p>AKT Call: Amb. Tai + Secretary Tatiana Clouthier (Mexico); https://zoom.us/ Exemption 6</p>	
1	<p>DC on COVID</p> <p>Deputies Meeting SCIF Tata, Shantanu S. EOP/USTR</p> <p>AKT Call: Amb. Tai + Mini:</p>	
2	<p>AKT Call: Amb. Tai + Sec. Granholm; https://pitc.zoomgov.com/ Exemption 6</p> <p>AKT Call: Amb. Tai + Sec. Raimondo; https://pitc.zoomgov.com/ Exemption 6</p>	
3	<p>Exemption 6</p> <p>brandon coming by</p>	
4	<p>Exemption 6</p>	
5		
6	<p>Exemption 6</p>	
	8:00pm - 8:30pm call Deborah	

March 24, 2021

Wednesday

March 2021

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April 2021

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WEDNESDAY		Notes
	24	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Morning Check-In; https://</p> <p>call deborah</p>	
9	<p>AKT Daily Reading; Wir</p> <p>FO Check In; https://pitc</p> <p>AUSTRs Check In; Participant Dial-In: Exemption 6; Lance, Gin</p>	
10	<p>AKT Briefing: Gern</p> <p>China IPC</p> <p>SCIF</p> <p>Tata, Shantanu S. EC</p> <p>AKT Briefing: Spea</p> <p>Daily COS Check</p> <p>AKT Briefing: Mad</p>	
11	<p>Weekly AKT Inv</p> <p>AKT Call: Amb. Tai + Minister Altmaier (</p>	
12 ^{PM}	<p>Confirmed Made in America Principals Meetings</p> <p>https://pitc.zoomgov.com/j Exemption 6</p> <p>Deese, Brian C. EOP/WHO</p>	
1	Exemption 6	
2	<p>AKT Meeting: USMCA Briefing</p> <p>https://pitc.zoomgov.com Exemption 6</p>	
3	Exemption 6	
	<p>AKT Call: Amb. Tai + Speaker Pelosi; Pelc</p> <p>AKT Briefing: Chair Rouse (CEA) ; https://</p>	
4	<p>Meeting: USTR/COS; https://pitc.zoomg</p>	
5	<p>AKT Briefing: Indonesia ca</p> <p>AKT Briefing: India call; ht</p> <p>AKT Call: Amb. Tai + Chair</p> <p>Staff Policy Meeting; ht</p>	
6		
	7:00pm - 7:30pm Salman calling me	

March 25, 2021

Thursday

March 2021

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April 2021

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THURSDAY		Notes
	25	
7 ^{AM}		
8	COS FO Office Hours AKT Daily Reading; Winder Room 218	
9	AKT Call: Amb. Tai + Minister Lutfi (Indo) FO Check In; https://pitc.zoomgov.com/ Calls to EU/UK	
10	WSJ Interview Prep https://pitc.zoomgov.com/ Exemption 6 Daily COS Check-in; https://pitc.zoomgov.com/	
11	AKT Call: Amb. Tai + Minister Goyal (India); https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}	AKT Briefing: Rice; Deputies Meeting; https://pitc.zoomgov.com/ Meloski, Caitlin EOP AKT Call: Amb. Tai Cabinet report AKT Call: Jake Sulli	
1	Sue Biniaz + Nora Todd; https://pitc.zoomgov.com/ Exemption 6	
2	WTO debrief; https://pitc.zoomgov.com/ Exemption 6 Nora & Ethan Check in.; Holmes, Ethan M. EOP/USTR	
3	AKT Briefing: Australia/Singapore Call; https://pitc.zoomgov.com/ Exemption 6	
4	AKT Briefing: Yellen/Regan; https://pitc.zoomgov.com/ Exemption 6 AKT Meeting: Amb. Tai + Sec. Yellen; USTR calls Sec at Exemption 6 ; Edwards, Hannah	
5	AKT Call: Amb. Tai + Minister Tejan (Aus); https://pitc.zoomgov.com/ Exemption 6	
6	Sirat + Nora; https://pitc.zoomgov.com/ Exemption 6	

March 26, 2021

Friday

March 2021

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April 2021

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FRIDAY		Notes
	26	
7 ^{AM}		
8	COS Office Hours call Jamieson Nora + Magaly; https://pitc.zoomgov.com,	
9	FO Check In; https://pitc.zoomgov.com, Exemption 6 Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6	AKT Call: Amb. Tai + Administrator Rega
10	Daily COS Check-in; https://pitc.zoomg	AKT Call: Amb. Tai + Minister Chan Chun AKT Interview: WSJ ; https://pitc.zoomgov
11	AKT Briefing: Vilsack; https://pitc.zoomgc	AKT Call: Amb. Tai + Sec. Vilsack; https://
12 ^{PM}	nora and sirat; nora calling sirat; Todd, Nora C. EOP/USTR AKT Briefing: G7 Trade and Gender	
1	https://pitc.zoomgov.com/j/Edwards, Hannah E. EOP/USTR	ARP with Gene Sperling & Ryan, Evan M. EOP/WHO
2	catching up on staffing stuff; nora calling ginna; Todd, Nora C. EOP/USTR AKT Briefing: PC Meeting; Winder 218; Edwards, Hannah E. EOP/USTR	Nora Todd's Zoom Meetin
3	Principals Committee Meeting Winder 218 Edwards, Hannah E. EOP/USTR	Peter Harrell Call
4		
5	EOP component chiefs - monthly; https://pitc.zoomgov.com, Exemption 6	
6		

March 27, 2021

Saturday

March 2021

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April 2021

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SATURDAY		Notes
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March 28, 2021

Sunday

March 2021

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April 2021

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SUNDAY		Notes
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March 29, 2021

Monday

March 2021

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April 2021

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MONDAY		Notes
	29	
7 ^{AM}	Exemption 6	
8	AKT Daily Reading ; Winder Room 218 Calendar; Edwards, Hannah E. EOP/USTR	
9	FO Check In ; https://pitc.zoomgov.com/j/Exemption 6	
	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/Exemption 6	
10	AKT Briefing: Vestager (EU) and Spain ca Weekly COS/WHL Check-in ; https://pitc	
11	AKT Briefing: Brazil call ; https://pitc.zoom AKT Briefing: Blinken call ; https://pitc.zoc	
	AKT Call: Amb. Tai + EVP Vestager (EU) ;	
12 ^{PM}	AKT Call: Amb. Tai + Minister Maroto (Spain) ; Exemption 6	
1	AKT Briefing: Central Asia TIFA ; https://p AKT Briefing: South Africa call ; https://p	
	AKT Briefing: Sec. Austin call ; https://pitc AKT Call: Amb. Tai + Sec. Austin (DOD) ; https://pitc	
2	AKT Briefing: Ford/VW call prep ; https://pitc.zoomgov.com/Exemption 6	
3	TPRG 337 prep ; https://pitc.zoomgov.com/Exemption 6	
	DEIA Council Volunteers https://pitc.zoomgov.com/j/Moone, Jamesa C. EOP/UST	
4	White House Leadership M Meeting: USTR/COS ; https://pitc.zoomgov.com/Exemption 6	
5	AKT Call: Amb. Tai + Sec. Blinken ; Blinken to call AKT desk phone; Edwards, Hannah E. EOP/USTR	
	Staff Policy Meeting ; https://pitc.zoomgov.com/Exemption 6	
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March 30, 2021

Tuesday

March 2021

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April 2021

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TUESDAY		Notes
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7 ^{AM}		
8	COS FO Office Hours AKT Daily Reading; Winder Room 218 Cal AKT Call: Amb. Tai + Minister Patel (Soul	
9	FO Check In; https://pitc AKT Remarks: Central Asi AKT Call: Amb. Tai + Scot AKT Call: Amb. Tai + Jim Farley (Ford); https://pitc.zoomgov.com/Exemption 6	
10	AKT Briefing: TRIPS Waiver https://pitc.zoomgov.com/Exemption 6 Daily COS Check-in; https://pitc.zoomg	
11	AKT Briefings: Kerry/Buttigieg/Ryan; http Myron Brilliant (US Chamber of Commer FW: TPRG Meeting on Section 337: Certa https://bluejeans.com/Exemption 6 AKT Briefing: NZ call; https://pitc.zoomgc	
12 ^{PM}	Thompkins, Jeraun T. EOP/USTR AKT Call: Jeff Zients; Zients to call AKT (desk phone); Edwards, Hannah E. EOP/USTR	
1	AKT Call: Amb. Tai + Secretary Buttigieg; https://pitc.zoomgov.com/Exemption 6 Nora Todd + Jennifer Davis; https://pitc.zoomgov.com/Exemption 6	
2	AKT Call: Amb. Tai + Minister O'Connor (NZ); https://pitc.zoomgov.com/Exemption 6 Press and AAPI Engagement Strategy Meeting; https://pitc.zoomgov.com/Exemption 6	
3	AKT Call: Amb. Tai + Sec. Kerry; https://pitc.zoomgov.com/Exemption 6 AKT Briefing: G7 Meeting; https://pitc.zoomgov.com/Exemption 6	
4	AKT Briefing: Turkey Call; https://pitc.zoo AKT Briefing: Trumka call; https://pitc.zoc AKT Call: Amb. Tai + Richard Trumka (AF	
5	Amb. Tai // Evan Ryan; https://pitc.zoomgov.com/Exemption 6	
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March 31, 2021

Wednesday

March 2021

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April 2021

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WEDNESDAY		Notes
	31	
7 ^{AM}	G7 Ministerial Winder Room 305 Calendar Edwards, Hannah E. EOP/USTR	
8		COS FO Office Hours
9		FO Check In; https://pitc.zoomgov.com/
		AUSTRs Check In; Participant Dial-In: 88
10	MCC meeting	Daily COS Check-in; https://pitc.zoomg
11	Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com/	Exemption 6
12 ^{PM}	AKT Call: Amb. Tai + Minister Pekcan (Tu	DOE-USTR 337 Case; https://pitc.zoomgov
1		AKT Briefing: Vietnam call ; https://pitc.zoomgov.com/
2		AKT Call: SK; https://pitc.zoomgov.com/
3		USTR + TECRO; https://pitc.zoomgov.com/
4		Meeting: USTR/COS; https://pitc.zoomgov.com/
5		Staff Policy Meeting; https://pitc.zoomgov.com/
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April 1, 2021

Thursday

April 2021

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May 2021

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THURSDAY		Notes
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7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>AKT Daily Reading; Winder Room 218 Cal</p>	
9	<p>FO Check In; https://pitc</p> <p>Ethan Holmes' Zoom Mee</p> <p>AKT Call: LG; https://pitc.zc</p>	
10	<p>AKT Briefing: Kenya call; https://pitc.zoon</p> <p>AKT Call: Amb. Tai + Sec. Maina (Kenya);</p>	
11	<p>AKT Call: Amb. Tai + Minister Anh (Vietn https://pitc.zoomgov.com/Exemption 6</p> <p>Dawn Shackelford Mid-Year Review; http</p>	
12 ^{PM}	<p>Cabinet report</p> <p>USMCA TPC TPRG Prep; https://pitc.zoomgov.com Exemption 6</p>	
1	<p>TRIPS; https://pitc.zoomgov.com/ Exemption 6</p>	
2	<p>Boeing/Airbus Strategy and Next Steps https://pitc.zoomgov.com/Exemption 6</p>	
3	<p>Hold for AKT Prep: AAPI appointees' event; TBD ; Edwards, Hannah E. EOP/USTR</p>	
4	<p>AKT Event: AAPI appointees Link to register below; Edwards, Hannah E. EOP/USTR</p>	
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April 3, 2021

Saturday

April 2021

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May 2021

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SATURDAY		Notes
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April 4, 2021

Sunday

April 2021

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May 2021

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SUNDAY		Notes
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April 5, 2021

Monday

April 2021

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May 2021

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MONDAY		Notes
	5	
7 ^{AM}		
8	Exemption 6	
9	FO Check In; https://pitc.zoomgov.com/Exemption 6	
	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/j/Exemption 6	
10	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/Exemption 6	
11	Meeting: WTO Brainstorming https://pitc.zoomgov.com/j/Exemption 6 Tai, Katherine C. EOP/USTR	
12 ^{PM}		
1	Nora + Michael; https://pitc.zoomgov.com/Exemption 6	
	China Document Review Winder 211; Tata, Shantanu	
2	AKT Briefing: Guzman (SB)	
	AKT Call: Amb. Tai + Admi	
3	HOLD: Chat with Lewis Todd, Nora C. EOP/USTR	
	Nora Todd's Zoom Meeting https://pitc.zoomgov.com/Exemption 6	
4	White House Leadership M https://pitc.zoomgov.com/j/	
	Call: Amb. Tai + Alan Wolf	
	Meeting: USTR/COS; ht	
5	Nora Todd's Zoom Meeting; https://pitc.z	
	Review memos	
	Staff Policy Meeting; https://pitc.zoomgov.com/Exemption 6	
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April 6, 2021

Tuesday

April 2021

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May 2021

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TUESDAY		Notes
	6	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
	batteries update; https://pitc.zoomgov.com/	
10	National Security Agencies COS Bi-Weekly Meeting; https://pitc.zoomgov.com/ Exemption 6	
	Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
	Briefing: Environment Speeches; https://pitc.zoomgov.com/	
	AKT Briefing: Fisheries; https://pitc.zoomgov.com/ Exemption 6	
11	Rey Benitez (Ossoff) + Nora Todd & Jan Beukelman (USTR); https://pitc.zoomgov.com/	
	Econ Confirmations Check-in; https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}	Exemption 6	
1	Staffing Follow Up; https://pitc.zoomgov.com/ Exemption 6	
	Batteries; https://pitc.zoomgov.com/ Exemption 6	
2	Briefing: BCTGM call; https://pitc.zoomgov.com/	
	AKT Call: Amb. Tai + Anthony Shelton (B)	
3	Call with Salman Ahmed (Director for Policy and Planning, U.S. Department of State)	
4	Adam Hodge's Zoom Meeting; Batteries Huddle; https://pitc.zoomgov.com/ Exemption 6	
	AKT Call: Amb. Tai + Jared Bernstein (CEA); https://pitc.zoomgov.com/ Exemption 6	
5	Review memos	
6	Buy American DC/PC planning; https://pitc.zoomgov.com/ Exemption 6	

April 7, 2021

Wednesday

April 2021

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May 2021

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WEDNESDAY		Notes
	7	
7 ^{AM}		
8	COS FO Office Hours Call: SK; https://pitc.zoomgov.com Exemption 6	
9	FO Check In; https://pitc.zoomgov.com/ AUSTRs Check In; Participant Dial-In: 88 Call: LG; https://pitc.zoomgov.com Exemption 6	
10	Call: Dr. Ngozi (WTO) https://pitc.zoomgov.com Exemption 6 Meeting: WTO call debrief Daily COS+WHL Check Briefing: Conway (USW); i	
11	AKT Call: Amb. Tai + Tom Read trips report from Da Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com Exemption 6	
12 ^{PM}	Exemption 6	
1	TPRG on USMCA FTC https://bluejeans.com/ Exemption 6 Zamarripa, Ryan M. EOP/USTR Briefing: Cedric Richmond (OPE); https://	
2	Briefing: PC Meeting; Winder 218; Tai, Katherine C. EOP/USTR	
3	PC Meeting Winder 218 Tai, Katherine C. EOP/USTR	
4	AKT Briefing: Boeing Airbus Strategy https://pitc.zoomgov.com/ Exemption 6 Meeting: USTR/COS; https://pitc.zoomg	
5	Meeting: Nora Todd and Ethan Holmes; i Review memos	
6	Staff Policy Meeting; https://pitc.zoomgov.com/j/ Exemption 6	

April 8, 2021

Thursday

April 2021

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May 2021

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THURSDAY		Notes
	8	
7 ^{AM}		
8	COS FO Office Hours Exemption 6	
9	FO Check In; https://pitc.zoomgov.com Exemption 6	
10	Briefing: Sec. Fudge (HUD); https://pitc.zoomgov.com Daily COS Check-in; https://pitc.zoomgov.com AKT Meeting: USMCA Rapid Response https://pitc.zoomgov.com Exemption 6 Briefing: Minister Wilmes (Belgium); https://pitc.zoomgov.com	
11	AKT Call: Amb. Tai + Minister Wilmès (Belgium); https://pitc.zoomgov.com HOLD: Advisory Committee Discussion https://pitc.zoomgov.com Exemption 6	
12 ^{PM}	Cabinet report AKT Call: Amb. Tai + Sec. Fudge (HUD); https://pitc.zoomgov.com Exemption 6	
1	Nick from Apple; he is calling me Call with roop	
2	AKT Briefing: Tribal Consultation; https://pitc.zoomgov.com Exemption 6 DC Meeting Winder 218 Tata, Shantanu S. EOP/USTR	
3	SK/LG Pre-Meeting Staff Call; https://pitc.zoomgov.com	
4		
5	Review memos	
6		

April 9, 2021

Friday

April 2021

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May 2021

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FRIDAY		Notes
	9	
7 ^{AM}		
8	COS Office Hours [Redacted] Exemption 6	
9	FO Check In; https://pitc.zoomgov.com/ [Redacted] Exemption 6	
	Week Ahead AUSTRs Meeting Participant Dial-In: [Redacted] Exemption 6 Call: SK and LG; https://pitc.zoomgov.com/	
10	call brett Daily COS Check-in; https://pitc.zoomgov.com/	
11	AKT Meeting: China huddle Winder 305 Edwards, Hannah E. EOP/USTR Call: Sec. Granholm; https://pitc.zoomgov.com/	
12 ^{PM}		
1	HOLD: Tribal Consultation Budget Process wit https://pitc.zoomgov.com/ Alex, Cristobal J. EOI Briefing: Sen. Ossoff Call: Sen. Ossoff; Z	
2	Call: Brian Deese; He will call AKT desk phone	
3	Exemption 6 Meeting: Batteries check in Peter Harrell Call	
	Call: Scott Keogh (VW); Call Scott at [Redacted] Exemption 6 Meeting: USTR/COS; https://pitc.zoomgov.com/	
4		
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/	
6		

April 10, 2021

Saturday

April 2021

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May 2021

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SATURDAY		Notes
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7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
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April 11, 2021

Sunday

April 2021

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May 2021

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SUNDAY		Notes
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7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
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April 12, 2021

Monday

April 2021

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May 2021

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MONDAY		Notes
	12	
7 ^{AM}		
8	Exemption 6	
9	FO Check In; https://pitc.zoomgov.com Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com Exemption 6	
11	Meeting: Engagement Strategy https://pitc.zoomgov.com Exemption 6 Weekly COS/WHL Check-in; https://pitc.zoomgov.com	
12 ^{PM}	Briefing: UN call; https://pitc.zoomgov.com Todd reading W218 Winder Room 218 Calendar	
1	Call: Amb. Linda Thomas-Greenfield (UN); Exemption 6 Tai, Katherine C.	
2	Briefing: UFCW Call ; https://pitc.zoomgov.com	
3	AKT Call: Amb. Tai + Mark Exemption 6 Briefing: PC Meeting; Winder 218; Tai, Katherine C. EOP/USTR	
4	PC Meeting Winder 218 Tai, Katherine C. EOP/USTR USMCA Working Group https://pitc.zoomgov.com Todd, Nora C. EOP/USTR White House Lead https://pitc.zoomgov.com Meeting: USTR/	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com Briefing: TRIPS Calls - Stakeholders; https://pitc.zoomgov.com Exemption 6	
6	Briefing: TRIPS Calls - Congressional; https://pitc.zoomgov.com Exemption 6	

April 13, 2021

Tuesday

April 2021

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May 2021

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TUESDAY		Notes
	13	
7 ^{AM}		
8	COS FO Office Hours Exemption 6	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6 Call: Unions; https://pitc.zoomgov.com/ Exemption 6	
10	Briefing: WTO Covid-19 Meeting; https://pitc.zoomgov.com/ Exemption 6	
11	call with jeremy at usaid? Call: Jake Sullivan; Jake to Call: Public Citizen and Otl Econ Confirmations Che Call: Rep. Blumenauer ; (2)	
12 ^{PM}	call brett Nora Todd's Zoom Meeting; https://pitc.z GAVI/USTR https://pitc.zoomgov.com/j Exemption 6 Todd, Nora C. EOP/USTR	
1		
2	call chris wilson Call: Dr. McMurray-Heath (BIO); https://pitc.zoomgov.com/ Exemption 6	
3	chat rrm; Todd, Nora C. EOP/USTR Gautam/Nora; Raghavan, Gautam EOP/Wi trips continued; https://pitc.zoomgov.com/	
4	Call: Steve Ubl (PhRMA); https://pitc.zoomgov.com/ Exemption 6 FTC Labeling; https://pitc.zoomgov.com/ Exemption 6	
5	Call: Richard Hatchett (CEPI); https://pitc.: Review memos Meeting: TRIPS debrief; https://pitc.zoomgov.com/ Exemption 6	
6		

April 14, 2021

Wednesday

April 2021

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May 2021

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WEDNESDAY		Notes
	14	
7 ^{AM}		
8	COS FO Office Hours Meeting: WTO Covid-19 Winder 305 Tai, Katherine C. EOP/USTR	
9	FO Check In; https://pitc.zoomgov.com/j/Exemption 6 AUSTRs Check In; Participant Dial-In: Exemption 6 ; Lance, Gin	
10	Exemption 6 Briefing: Sec. McDonough AKT Call: Sec. McDonough Daily COS Check-in; http://pitc.zoomgov.com/j/Exemption 6	
11	Briefing: Netherlands/Sweden calls; https://pitc.zoomgov.com/j/Exemption 6 Weekly AKT Invite Review Meeting; http://pitc.zoomgov.com/j/Exemption 6 Call: Sen. Warren; (202) 224-0808//543477; Tai, Katherine C. EOP/USTR	
12 ^{PM}	Briefing: Environmental CEOs; https://pitc.zoomgov.com/j/Exemption 6 ginna-nora check in; Todd, Nora C. EOP/USTR	
1	ITC Strategy Session https://pitc.zoomgov.com/j/Exemption 6 Central America TPRG Prep; https://pitc.zoomgov.com/j/Exemption 6	
2	Call: Rep. Schawkowski; https://pitc.zoomgov.com/j/Exemption 6 Speech Prep: CAP Event ; https://pitc.zoomgov.com/j/Exemption 6	
3	Meeting: Equity EO Decision Memo ; https://pitc.zoomgov.com/j/Exemption 6 Interview: Sam Michel; https://pitc.zoomgov.com/j/Exemption 6	
4	Meeting: USTR/COS; https://pitc.zoomgov.com/j/Exemption 6 USMCA Rapid Response Next Steps; http://pitc.zoomgov.com/j/Exemption 6 Meeting: Environmental CEOs https://us02web.zoom.us/j/Exemption 6 Tai, Katherine C. EOP/USTR	
5	Review memos	
6	Staff Policy Meeting; https://pitc.zoomgov.com/j/Exemption 6	

April 15, 2021

Thursday

April 2021

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May 2021

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THURSDAY		Notes
	15	
7 ^{AM}		
8	COS FO Office Hours Exemption 6	
9	AKT Call: Amb. Tai + Minister Kaag (Netl FO Check In; https://pitc.zoomgov.com/ TRIPS Check in; https://pitc.zoomgov.com/ Exemption 6	
10	AKT Call: Amb. Tai + Minister Hallberg (Sweden) ; https://pitc.zoomgov.com/ Exemption 6 232 Strategy Session https://pitc.zoomgov.com/ Exemption 6 Daily COS Check-in; https://pitc.zoomgov.com/	
11	Briefing: Big 4 Calls; https://pitc.zoomgov.com/	
12 ^{PM}	CAP Environmental Keynote AKT Zoom details below; Tai, Katherine C. E Cabinet report	
1	DC Winder 218 Tata, Shantanu S. EOP/USTR	
2	TPRG on CAFTA-DR https://bluejeans.com/ Exemption 6 Zamarripa, Ryan M. EOP/USTR	
3	Exemption 6	
4	Exemption 6 M&A/OA+USTR: FY22 Budget Meeting; https://pitc.zoomgov.com/	
5	Review memos Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ Exemption 6	
6	Nora (USTR) + Jeremy (USAID); https://pitc.zoomgov.com/ Exemption 6	

April 16, 2021

Friday

April 2021

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May 2021

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FRIDAY		Notes
	16	
7 ^{AM}		
8	COS Office Hours Lisa + Nora Office Hours; https://pitc.zoom	
9	FO Check In; https://pitc.zoomgov.com ; Exemption 6 Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6 ; Lance, Ginna L. EOP/USTR	
10	Briefing: Italy call; https:// Call: Minister di Maio (Ital); Daily COS Check-in; htt	
11	Nora Todd's Zoom Meeting; https://pitc.zoomgov.com ; Exemption 6	
12 ^{PM}	Chiefs of Staff Office Hour Microsoft Teams Meeting Ferguson, Katharine - OSEC Briefing: GAVI ; https://piti Call w/ Seth Berkley (GAVI)	
1	Presidential Personnel Update with Cathy Russell & Diversity Equity and Inclusion Pr https://pitc.zoomgov.com ; Exemption 6 Ryan, Evan M. EOP/WHO	
2	DEIA Leadership Check-In https://pitc.zoomgov.com/j/ ; Exemption 6 Todd, Nora C. EOP/USTR	
3	Exemption 6 Nora/Alex; Alex to call 202-; Peter Harrell Call	
4	Deputies Committee - Made in America I https://pitc.zoomgov.com ; Exemption 6 Fazili, Sameera EOP/WHO Meeting: Weekly Scheduling Feedback	
5	Meeting: USTR/COS; https://pitc.zoomgov.com ; Exemption 6 Review memos Staff Policy Meeting; https://pitc.zoom	
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April 17, 2021

Saturday

April 2021

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May 2021

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SATURDAY		Notes
	17	
7 ^{AM}		
8	Exemption 6	
9		
10	Effective Chief of Staff Session https://pitc.zoomgov.com/ Exemption 6	
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12 ^{PM}		
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5	Review memos	
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April 18, 2021

Sunday

April 2021

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May 2021

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SUNDAY		Notes
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12 ^{PM}		
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5	Review memos	
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April 19, 2021

Monday

April 2021

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May 2021

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MONDAY		Notes
	19	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/ Exemption 6	
	Briefing: IAWAW Call; http:// Weekly COS/WHL Check Briefing: Sec. Becerra ; htt	
11	Briefing: Kim/Farmer Meeting; https://pitc.zoomgov.com/	
12 ^{PM}	Call: Jeff Zients; He will call your desk pho Currency Strategy Check-In https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
1	Call: Sec. Becerra (HHS); https://pitc.zoomgov.com/ Exemption 6	
2	Call: Robert Martinez (IAAW); https://p USTR feedback Meeting; https://pitc.zoom	
3	Meeting: China Huddle Winder 203 Tai, Katherine C. EOP/USTR	
4	White House Leadership M Call: Dr. Kim and Dr. Farm Meeting: USTR/COS; ht	
5	Review memos Staff Policy Meeting; https://pitc.zoom Call: Dr. Fauci (NIH); https://pitc.zoomgov.com/ Exemption 6	
6		
	8:00pm - 8:30pm TTC Follow-up(Microsoft Teams Meeting)	

April 20, 2021

Tuesday

April 2021

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May 2021

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TUESDAY		Notes
	20	
7 ^{AM}		
8	COS FO Office Hours Catching Up; https://pitc.zoomgov.com/j/1	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6 Briefing: WTO Call ; https://pitc.zoomgov.com/ Exemption 6	
10	National Security Agencies COS Bi-Weekly Check-In; Dial Exemption 6 Catching up; nora calling greta; Todd, Nora Daily COS Check-in; https://pitc.zoomgov.com/	
11	Janice + Nora; https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}	APEC Strategy Session https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
1	Call Sophie Nora Todd's Zoom Meeting; https://pitc.zoomgov.com/ SBO Bernicat & COS Todd; https://pitc.zoomgov.com/ Exemption 6	
2	Todd reading Todd, Nora C. EOP/USTR	
3	Nominations Strategy; https://pitc.zoomgov.com/ Exemption 6 Nora Todd's Zoom Meeting; https://pitc.zoomgov.com/ Exemption 6	
4	Briefing: Climate Summit; https://pitc.zoomgov.com/ Exemption 6	
5	Review memos	
6		

April 21, 2021

Wednesday

April 2021

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May 2021

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WEDNESDAY		Notes
	21	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/j/Exemption 6 AUSTRs Check In; Participant Dial-In: Exemption 6 Lance, Gin	
10	Call: Dr. Ngozi (WTO); https://pitc.zoomgov.com/Exemption 6 Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6 Meeting: Transparency Proposal	
11	Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com/Exemption 6 Meeting: Nora; AKT Office; Tai, Katherine C. EOP/USTR	
12 ^{PM}	Meeting Structure Planning ; Nora calls Ginna; Lance, Ginna L. EOP/USTR	
1	Weekly Econ Deputies Meeting Participant Dial-In: Exemption 6 Singh, Daleep EOP/NSC	
2	[EXTERNAL] Invitation: USTR-Stellant chat with alex perkins; Todd, Nora C. EOP	
3	Briefing: Marketplace prep; https://pitc.zoomgov.com/Exemption 6 Meeting: Kurt Campbell; AKT Office (Mark to dial in); Tai, Katherine C. EOP/USTR	
4	Meeting: USTR/COS; https://pitc.zoomgov.com/Exemption 6 Briefing: DOI; https://pitc.zoomgov.com/Exemption 6 Call: Sec. Haaland (DOI); https://pitc.zoomgov.com/Exemption 6 Nora Todd (USTR) + GM; https://pitc.zoomgov.com/Exemption 6	
5	Review memos	
6	Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/Exemption 6	

April 22, 2021

Thursday

April 2021

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May 2021

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THURSDAY		Notes
	22	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
	Briefing: Climate Summit; https://pitc.zoomgov.com/ Exemption 6	
10	FEVS and Admin; https://pitc.zoomgov.com/ Exemption 6	
	Daily COS Check-in; https://pitc.zoomgov.com/ Forced Labor Fisheries Proposal; https://pitc.zoomgov.com/	
11	Meeting: China Huddle https://pitc.zoomgov.com/ Exemption 6 Tai, Katherine C. EOP/USTR	
12 ^{PM}	Cabinet report	
	Exemption 6	
1	Todd Reading Todd, Nora C. EOP/USTR	Interview: Marketplace; https://apmg.zoomgov.com/
2	IT Contracts/Projects Overview for 2021/2022 https://pitc.zoomgov.com/ Exemption 6 Pressley, Celestine M. EOP/USTR	
3	Team Engagement Confab; https://pitc.zoomgov.com/ Exemption 6	
	CONFIRMED: Conference Call w/ Syd Ter	
4	Call: Sen. Ernst; Exemption 6	
5	Review memos	
	checking in; nora calling hannah; Todd, Nora C. EOP/USTR	
6		

April 23, 2021

Friday

April 2021

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May 2021

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FRIDAY		Notes
	23	
7 ^{AM}		
8	COS Office Hours Charita + Nora ; https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com/ Worker Centered Trade Policy Discussion https://pitc.zoomgov.com/ Exemption 6 Lance, Ginna L. EOP/USTR	Climate Leaders Summit: Economic Benefits of the Net-Zero Transition White House Tai, Katherine C. EOP/USTR
10	Daily COS Check-in; https://pitc.zoomgov.com/ review cjs memo	
11	ASEAN Strategy Briefing https://pitc.zoomgov.com/ Exemption 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	Chiefs of Staff Office Hour Microsoft Teams Meeting Ferguson, Katharine - OSEC Sub-IPC on Implementatic Exemption 6 McBroom, Jessica A. EOP/N:	nora calling josh; Todd, Nc
1	100-day planning with Jen O'Malley Dillon and Anita Dunn https://pitc.zoomgov.com/j/ Exemption 6 Ryan, Evan M. EOP/WHO	
2	Chatting USTR and Retirer https://pitc.zoomgov.com/j/ PC Meeting: WH Council o TBD	
3	Exemption 6 Tai, Katherine C. EOP/USTR Peter Harrell Call	
	Rapid Response Check-In; https://pitc.zoomgov.com/ Exemption 6	
4	Meeting: Weekly Scheduling Feedback + Invites; https://pitc.zoomgov.com/ Exemption 6 Meeting: USTR/COS; https://pitc.zoomgov.com/ Exemption 6	
5	Review memos	
6		

April 24, 2021

Saturday

April 2021

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May 2021

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SATURDAY		Notes
	24	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
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April 25, 2021

Sunday

April 2021

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May 2021

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SUNDAY		Notes
	25	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
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April 26, 2021

Monday

April 2021

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May 2021

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MONDAY		Notes
	26	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/Exemption 6	
	Budget check in ; https://p	
	Meeting: Appropriations Moot https://pitc.zoomgov.com/j/Tai, Katherine C. EOP/USTR	Weekly COS/WHL Check
11		
12 ^{PM}		
	General Motors Silao (MX) - USMCA labor - Potential RRM; https://pitc.zoomgov.com/	
1	USMCA FTC Planning Meeting https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
2	Brainstorming MC12 Labor Deliverables; https://pitc.zoomgov.com/Exemption 6	
	Briefing: TRIPS Stakeholder Calls (M-W); https://pitc.zoomgov.com/Exemption 6	
3	Call: Sec. Yellen (Treasury); https://pitc.zoomgov.com/Exemption 6	
	check in on TRIPS; Todd, Nora C. EOP/USTR	
4	White House Leadership Meeting https://pitc.zoomgov.com/Exemption 6	Meeting: USTR/COS; https://pitc.zoomgov.com/
		Call: Ruud Dobber (AstraZeneca); https://
5	FW: EOP component chiefs - monthly;	Review memos
	Call: Albert Bourla (Pfizer); https://pitc.zoomgov.com/	Staff Policy Meeting; https://pitc.zoomgov.com/
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April 27, 2021

Tuesday

April 2021

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May 2021

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TUESDAY		Notes
	27	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com Exemption 6 Meeting: Document Review; Winder 218; Tai, Katherine C. EOP/USTR	
10	Sync on U.S.-E.U Dialogue Dial-in; details below Harrell, Peter E. EOP/WHO Briefing: Truss Call; https://pitc.zoomgov.com Daily COS Check-in; https://pitc.zoomgov.com	
11	Call: Josh Bolten (BRT); https://pitc.zoomgov.com Econ Confirmations Check-in; https://pitc.zoomgov.com	
12 ^{PM}	Call: Sec. Truss (UK); https://pitc.zoomgov.com Exemption 6	
1		
2	GSP Reform Recommendations https://pitc.zoomgov.com Exemption 6 Todd, Nora C. EOP/USTR	
3	Call: John Trizzino (Novovax); https://pitc.zoomgov.com Exemption 6	
4	Meeting: Jake Sullivan (NSA); AKT Office; Tai, Katherine C. EOP/USTR	
5	Review memos Call: Bill Gates; https://pitc.zoomgov.com Meeting: USTR/Senior Staff; https://pitc.zoomgov.com	
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April 28, 2021

Wednesday

April 2021

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May 2021

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WEDNESDAY		Notes
	28	
7 ^{AM}		
8	COS FO Office Hours Trade Check-In; https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6 Hearing: CJS Appropriations Room 192, Dirksen Senate Office Building Tai, Katherine C. EOP/USTR AUSTRs Check In; Partic [redacted]	
10	FW: EOP COOP Overview I Daily COS Check-in; http:// [redacted] Nora Todd's Zoom Meetin	
11	Weekly AKT Invite Review Meeting; https://pitc.zoom [redacted]	
12 ^{PM}	FW: EOP COOP Overview Briefing (Option 2/4); Zoom Meeting; EOP Safety Call: Jake Sullivan (re: TRIPS); He will call your desk; Tai, Katherine C. EOP/USTR	
1		
2	Meeting: Memo Review; AKT Office; Tai [redacted] FW: EOP COOP Overview Briefing (Optio Briefing: PC Meeting; Winder 218; Tai, Katherine C. EOP/USTR	
3		
4	FW: EOP COOP Overview I Internal huddle on upco [redacted] Meeting: USTR/COS; ht [redacted]	
5	Review memos [redacted] Call: Stéphane Bancel (Moderna); https:// [redacted] Staff Policy Meeting; https://pitc.zoom [redacted]	
6		

April 29, 2021

Thursday

April 2021

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May 2021

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THURSDAY		Notes
	29	
7 ^{AM}		
8	COS FO Office Hours write thoughts for blinken meeting TRIPS Outreach; https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com/j/Exemption 6 Briefing: TRIPS Stakeholder Calls (Th-Fri); https://pitc.zoomgov.com/Exemption 6	
10	work on TRIPS	
11	Call: Dr. Ngozi (WTO) https://pitc.zoomgov.com/j/Exemption 6	
12 ^{PM}	work on TRIPS Cabinet report	
1	Rapid Response Mechanism Regular Check-in https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR	
2	Weekly Econ Deputies Meeting Secure Phone; Please dial Exemption 6 Singh, Daleep EOP/NSC	
3	Briefing: Committee of 100 speech ; https://pitc.zoomgov.com/Exemption 6 Call: Sec. Blinken (State); He will call your desk phone; Tai, Katherine C. EOP/USTR	
4	Briefing: PC Meeting; Winder 218; Tai, Kat USTR + WWF; https://pitc.zoomgov.com/j/Exemption 6	
5	Review memos	
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April 30, 2021

Friday

April 2021

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May 2021

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FRIDAY		Notes
	30	
7 ^{AM}		
8	COS Office Hours Exemption 6 Bill + Nora; https://pitc.zoomgov.com/j/16	
9	FO Check In; https://pitc.zoomgov.com Exemption 6 Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6 ; Lance, Ginna L. EOP/USTR	
10	Cabinet only COS check-in; https://pitc.zoomgov.com Exemption 6 Call: Joaquin Duato (J&J); https://pitc.zoomgov.com Exemption 6 Nora Todd's Zoom Meeting; https://pitc.zoomgov.com Exemption 6	
12 ^{PM}	Chiefs of Staff Office Hour do performance reviews. SLDCADA/Metro Benefits; Microsoft Teams Meeting Ferguson, Katharine - OSEC	
1	Classified Cybersecurity Ryan, Evan M. EOP/ USTR --> West Wi	
2	DEIA Council Event https://pitc.zoomgov.com Agama, Laurie-Ann Vaccine Sharing Me WH Situation Room Tai, Katherine C. EOF IPC - COVID-19 Sup https://pitc.zoomgov.com	
3	Exemption 6 Peter Harrell Call West Wing --> USTR; Tai, Meeting: TRIPS w/ Zients et al ; Exemption 6	
4	Meeting: Weekly Scheduling Feedback + Invites; https://pitc.zoomgov.com Exemption 6 Meeting: USTR/COS; https://pitc.zoomgov.com Exemption 6	
5	Review memos	
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May 1, 2021

Saturday

May 2021

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June 2021

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SATURDAY		Notes
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5	Review memos ■	
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May 2, 2021

Sunday

May 2021

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June 2021

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SUNDAY		Notes
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5	Review memos	
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May 3, 2021

Monday

May 2021

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June 2021

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MONDAY		Notes
	3	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/ Exemption 6	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/ Exemption 6	
11	Call: Sec. Raimondo (Commerce); https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}	Call: DG Darren Tang (WIPO); https://pitc.zoomgov.com/ Exemption 6	
1	USTR Interview - Kamau and Nora; https://pitc.zoomgov.com/ Exemption 6 Briefing: COA ; https://pitc.zoomgov.com/j/ Catching up; Nora calling Deborah; Todd, I	
2	Briefing: FFVA, Natl Potato Council, NMPF, NWHC calls; https://pitc.zoomgov.com/j/16 Call: Mike Joyner (FFVA); https://pitc.zoomgov.com/ Exemption 6	
3	Call: Kam Quarles (National Potato Council); https://pitc.zoomgov.com/ Exemption 6	
4	White House Leadership Meeting https://pitc.zoomgov.com/ Exemption 6 Call: Jim Mulhern (NMPF); https://pitc.zoomgov.com/ Call w/ Mark Powers (NWHC); https://pitc.zoomgov.com/	
5	Meeting: TRIPS Engagement; https://pitc.zoomgov.com/ Meeting: AAPI Heritage Month; https://pitc.zoomgov.com/ Review memos Staff Policy Meeting; https://pitc.zoomgov.com/	
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May 4, 2021












Tuesday

May 2021

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June 2021

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TUESDAY		Notes
	4	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours  	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6 	
10	National Security Agencies COS Bi-Weekly Check-In; Dial Exemption 6  Daily COS Check-in; https://pitc.zoomgov.com/ 	
11	51st Annual Washington Conference on 1 Winder 305; Tai, Katherine C. EOP/USTR Econ Confirmations Check-in; https://pitc.zoomgov.com/ Exemption 6 	
12 ^{PM}	FW: HOLD/TBD: Global Vaccine Distribution w/ Speaker Pelosi Senior Staff + USTR + Molt-West, Alicia H. EOP/WHO	
1		
2	Briefing: TAHI and WTO Trade Facilitation Proposals Memo discussion https://pitc.zoomgov.com/j/ Exemption 6 Tai, Katherine C. EOP/USTR	
3	Briefing: Financial Times Interview; https://pitc.zoomgov.com/ Exemption 6  Meeting: UK FTA; https://pitc.zoomgov.com/j/ Exemption 6 	
4	Nora Todd's Zoom Meeting https://pitc.zoomgov.com/j/ Exemption 6 	
5	Call: Minister França (Brazil); https://pitc.z Review memos  Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ Exemption 6 	
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May 5, 2021

Wednesday

May 2021

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June 2021

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WEDNESDAY		Notes			
	5				
7 ^{AM}	Interview: Financial Times Global Boardroom; Zoom link TK day of event ; Tai, Katherine				
8	<table border="1"> <tr> <td>COS FO Office Hours</td> <td>FO Office Hours</td> <td>Briefing: W&M Ds and Rs</td> </tr> </table>	COS FO Office Hours	FO Office Hours	Briefing: W&M Ds and Rs	
COS FO Office Hours	FO Office Hours	Briefing: W&M Ds and Rs			
9	FO Check In; https://pitc.zoomgov.com Exemption 6 AUSTRs Check In; Participant Dial-In: Exemption 6 ; Lance, Gin				
10	Call: Mark Dybul (Georgetown); https://pitc.zoomgov.com Exemption 6 Daily COS Check-in; https://pitc.zoomgov.com Exemption 6 NCTO/USTR Consultation on CAFTA https://pitc.zoomgov.com Exemption 6 Jackson, Bill D. EOP/USTR				
11	Call: Gayle Smith (State); https://pitc.zoomgov.com Exemption 6 Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com Exemption 6				
12 ^{PM}	EGA Call https://pitc.zoomgov.com Exemption 6				
1	FW: Weekly Econ Deputies Meeting Participant Dial-In: Exemption 6 : Briefing: Pakistan Call; https://pitc.zoomgov.com Exemption 6 Singh, Daleep EOP/NSC				
2	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Meeting: USTR/COS; https://pitc.zoomgov.com Exemption 6				
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5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/j/Exemption 6				
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May 6, 2021

Thursday

May 2021

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June 2021

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THURSDAY		Notes
	6	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6 Call: Advisor Dawood (Pakistan); https://pitc.zoomgov.com/ Exemption 6 AAFA/USFIA Consultation on CAFTA https://pitc.zoomgov.com/ Exemption 6 Jackson, Bill D. EOP/USTR	
10	Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
11		
12 ^{PM}	USITC Presentation Series on Topics of Interest to USTR platform and connection information is still TBD Shpiece, William F. EOP/USTR	Cabinet report
1		
2	Meeting: W&M Republica https://pitc.zoomgov.com/j/ Tai, Katherine C. EOP/USTR	Sub-IPC - COVID-19 Suppl https://pitc.zoomgov.com/j/ Gonzalez, Noe EOP/WHO
3	Meeting: W&M Democrats https://ushr.zoomgov.com/j/ Exemption 6 Tai, Katherine C. EOP/USTR	DC Winder 218 Tata, Shantanu S. EOP/USTR
4		
5	Review memos Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ Exemption 6	
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May 8, 2021

Saturday

May 2021

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June 2021

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SATURDAY		Notes
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5	Review memos ■	
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May 9, 2021

Sunday

May 2021

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June 2021

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SUNDAY		Notes
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5	Review memos	
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May 10, 2021

Monday

May 2021

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June 2021

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MONDAY		Notes
	10	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6 Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/ Exemption 6	
10	Meeting: Trade Hearings Moot https://pitc.zoomgov.com/ Exemption 6 Tai, Katherine C. EOP/USTR	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/
11		
12 ^{PM}		
1		
2		
3	Briefing: FTC https://pitc.zoomgov.com/ Exemption 6 Tai, Katherine C. EOP/USTR	LAC Liaison; Todd, Nora C. EOP/USTR
4	White House Leadership Meeting https://pitc.zoomgov.com/ Exemption 6	Meeting: USTR/COS; https://pitc.zoomgov.com/ Briefing: Ireland/Ukraine calls; https://pitc.zoomgov.com/
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/ Exemption 6	
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May 11, 2021

Tuesday

May 2021

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June 2021

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TUESDAY		Notes
	11	
7 ^{AM}		
8	COS FO Office Hours	
	FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com Exemption 6	
	Call: Tánaiste Leo Varadkar (Ireland); TBD; Tai, Katherine C. EOP/USTR	
10		
	Call: Minister Petrashko (Ukraine); https://pitc.zoomgov.com	
	Daily COS Check-in; https://pitc.zoomgov.com	
11		
	Econ Confirmations Check-in; https://pitc.zoomgov.com Exemption 6	
12 ^{PM}		
1	USTR + BlueGreen Alliance; https://pitc.zoomgov.com Exemption 6	
2		
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4		
5	Review memos	
	Meeting: USTR/Senior Staff; https://pitc.zoomgov.com Exemption 6	
6		

May 12, 2021

Wednesday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

WEDNESDAY		Notes
	12	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours 	
9	FO Check In; https://pitc.zoomgov.com/Exemption 6 AUSTRs Check In; Participant Dial-In: Exemption 6 ; Lance, Gin	
10	Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6	
11	Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com/Exemption 6	
12 ^{PM}		
1	FW: Weekly Econ Deputies Meeting Participant Dial-In: Exemption 6 Singh, Daleep EOP/NSC	
2	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
3		
4	USMCA Working Group https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR Meeting: USTR/COS; https://pitc.zoomgov.com/Exemption 6	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/Exemption 6	
6		

May 13, 2021

Thursday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

THURSDAY		Notes
	13	
7 ^{AM}		
8	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid green; padding: 2px;">COS FO Office Hours</div> <div style="border: 1px solid green; padding: 2px;">FO Office Hours</div> </div>	
9	<div style="border: 1px solid green; padding: 2px;"> FO Check In; https://pitc.zoomgov.com/Exemption 6 </div>	
10	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid green; padding: 2px;"> Hearing: Ways & Means Trade Agenda TBD Tai, Katherine C. EOP/USTR </div> <div style="border: 1px solid green; padding: 2px;"> Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6 </div> </div>	
11		
12 ^{PM}	<div style="border: 1px solid green; padding: 2px;"> Cabinet report </div>	
1	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid green; padding: 2px;"> Rapid Response Mechanism Regular Check-in; https://pitc.zoomgov.com/Exemption 6 Todd, Nora C. EOP/USTR </div> <div style="border: 1px solid green; padding: 2px;"> IPC - COVID-19 Supplies re: EO 14001 res https://pitc.zoomgov.com/Exemption 6 Gonzalez, Noe EOP/WHO </div> </div>	
2		
3		
4		
5	<div style="border: 1px solid green; padding: 2px;"> Review memos </div> <div style="border: 1px solid green; padding: 2px;"> Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/Exemption 6 </div>	
6		

May 14, 2021

Friday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

FRIDAY		Notes
	14	
	Financial Disclosures Due	
7 ^{AM}		
8	COS Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6 Lance, Ginna L. EOP/USTR	
	Call: DG Tedros Adhanom (WHO); TBD; T: Daily COS Check-in; https://pitc.zoomgov.com/	
11	Briefing: FTC ; https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}	Chiefs of Staff Office Hours - Pilot Edition Microsoft Teams Meeting Ferguson, Katharine - OSEC - Washington, DC	
1	HOLD: Cabinet Affairs Strategy Meeting Ryan, Evan M. EOP/WHO	
2		
3	Exemption 6 Peter Harrell Call	
	Briefing: FTC Logistics; https://pitc.zoomgov.com/ Exemption 6	
4	Meeting: Weekly Scheduling Feedback + Invites; https://pitc.zoomgov.com/ Exemption 6	
	Meeting: USTR/COS; https://pitc.zoomgov.com/ Exemption 6	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/	
6		

May 15, 2021

Saturday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

SATURDAY		Notes
	15	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		

May 16, 2021

Sunday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

SUNDAY		Notes
	16	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
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3		
4		
5	Review memos	
6		

May 17, 2021

Monday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

MONDAY		Notes
	17	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/Exemption 6	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/Exemption 6	
11		
12 ^{PM}		
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2		
3		
4	White House Leadership Meeting https://pitc.zoomgov.com/Exemption 6	Meeting: USTR/COS; https://pitc.zoomgov.com/Exemption 6
5	Review memos	
	Staff Policy Meeting; https://pitc.zoomgov.com/Exemption 6	
6		

May 18, 2021

Tuesday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

TUESDAY		Notes
	18	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
10	National Security Agencies COS Bi-Weekly Check-In; Exemption 6 Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
11	Econ Confirmations Check-in; https://pitc.zoomgov.com/ Exemption 6	
12 ^{PM}		
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4	Nora Todd's Zoom Meeting https://pitc.zoomgov.com/ Exemption 6	
5	Review memos Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ Exemption 6	
6		

May 19, 2021

Wednesday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

WEDNESDAY		Notes
	19	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com Exemption 6 AUSTRs Check In; Participant Dial-In: Exemption 6 Lance, Gin	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11	Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com Exemption 6	
12 ^{PM}		
1	FW: Weekly Econ Deputies Meeting Participant Dial-In: Exemption 6 Singh, Daleep EOP/NSC	
2	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
3		
4	Meeting: USTR/COS; https://pitc.zoomgov.com Exemption 6	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com Exemption 6	
6		

May 20, 2021

Thursday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

THURSDAY		Notes
	20	
7 ^{AM}		
8	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid green; padding: 2px;">COS FO Office Hours</div> <div style="border: 1px solid green; padding: 2px;">FO Office Hours</div> </div>	
9	<div style="border: 1px solid green; padding: 2px;"> FO Check In; https://pitc.zoomgov.com/ Exemption 6 </div>	
10	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid green; padding: 2px;"> Call: President Gamble (UAW); https://pitc.zoomgov.com/ </div> <div style="border: 1px solid green; padding: 2px;"> Daily COS Check-in; https://pitc.zoomgov.com/ </div> </div>	
11		
12 ^{PM}	<div style="border: 1px solid green; padding: 2px;"> Cabinet report </div>	
1		
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5	<div style="border: 1px solid green; padding: 2px;"> Review memos </div> <div style="border: 1px solid green; padding: 2px;"> Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ Exemption 6 </div>	
6		

May 21, 2021

Friday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

FRIDAY		Notes
	21	
7 ^{AM}		
8	COS Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: 888 Exemption 6 Lance, Ginna L. EOP/USTR	
	Daily COS Check-in; https://pitc.zoomgov.com/ Exemption 6	
11		
12 ^{PM}	Chiefs of Staff Office Hours - Pilot Edition Microsoft Teams Meeting Ferguson, Katharine - OSEC - Washington, DC	
1	HOLD: Cabinet Affairs Strategy Meeting Ryan, Evan M. EOP/WHO	
2		
3	Exemption 6 Peter Harrell Call	
4	Meeting: Weekly Scheduling Feedback + Invites; https://pitc.zoomgov.com/ Exemption 6	
	Meeting: USTR/COS; https://pitc.zoomgov.com/ Exemption 6	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/	
6		

May 22, 2021

Saturday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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June 2021

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20	21	22	23	24	25	26
27	28	29	30			

SATURDAY		Notes
	22	
7 ^{AM}		
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10		
11		
12 ^{PM}		
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2		
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4		
5	Review memos ■	
6		

May 23, 2021

Sunday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

SUNDAY		Notes
	23	
7 ^{AM}		
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11		
12 ^{PM}		
1		
2		
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4		
5	Review memos	
6		

May 24, 2021

Monday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MONDAY		Notes
	24	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/j/Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/j/Exemption 6	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/Exemption 6	
11		
12 ^{PM}		
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2		
3	Call: Sec. Yellen (Treasury); https://pitc.zoomgov.com/Exemption 6	
4	White House Leadership Meeting https://pitc.zoomgov.com/Exemption 6	Call: Kristalina Georgieva (IMF); > https://pitc.zoomgov.com/Exemption 6 Meeting: USTR/COS; https://pitc.zoomgov.com/Exemption 6
5	Review memos	
	Staff Policy Meeting; https://pitc.zoomgov.com/Exemption 6	
6		

May 25, 2021

Tuesday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

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20	21	22	23	24	25	26
27	28	29	30			

TUESDAY		Notes
	25	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/j/Exemption 6	
10	Daily COS Check-in; https://pitc.zoomgov.com/Exemption 6	
11	Econ Confirmations Check-in; https://pitc.zoomgov.com/Exemption 6	
12 ^{PM}		
1	Nora Todd + Jennifer Davis; https://pitc.zoomgov.com/Exemption 6	
2		
3		
4		
5	Review memos	
	Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/j/Exemption 6	
6		

May 26, 2021

Wednesday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

WEDNESDAY		Notes
	26	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/j/Exemption 6d2RSNGdZK2htRW1IZStrU AUSTRs Check In; Participant Dial-In: Exemption 6 Lance, Gin	
10	Daily COS Check-in; https://pitc.zoomgov.com/j/Exemption 6 Monthly Catch Up; https://pitc.zoomgov.com/j/Exemption 6	
11	Weekly AKT Invite Review Meeting; https://pitc.zoomgov.com/j/Exemption 6	
12 ^{PM}		
1	FW: Weekly Econ Deputies Meeting Participant Dial-In: Exemption 6 Singh, Daleep EOP/NSC	
2	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
3		
4	Meeting: USTR/COS; https://pitc.zoomgov.com/j/Exemption 6	
5	EOP component chiefs - monthly; http://Exemption 6 Review memos Staff Policy Meeting; https://pitc.zoomgov.com/j/Exemption 6	
6		

May 27, 2021

Thursday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

THURSDAY		Notes
	27	
7 ^{AM}		
8	COS FO Office Hours FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com Exemption 6	
10	Daily COS Check-in; https://pitc.zoomgov.com Exemption 6	
11		
12 ^{PM}	Cabinet report	
1	Rapid Response Mechanism Regular Check-in https://pitc.zoomgov.com/j/ Exemption 6 Todd, Nora C. EOP/USTR	
2		
3		
4		
5	Review memos	
	Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ Exemption 6	
6		

May 28, 2021

Friday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FRIDAY		Notes
	28	
7 ^{AM}		
8	COS Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ Exemption 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: Exemption 6 Lance, Ginna L. EOP/USTR	
	Daily COS Check-in; https://pitc.zoomgov.com/j/ Exemption 6	
11		
12 ^{PM}	Chiefs of Staff Office Hours - Pilot Edition Microsoft Teams Meeting Ferguson, Katharine - OSEC - Washington, DC	
1	HOLD: Cabinet Affairs Strategy Meeting Ryan, Evan M. EOP/WHO	
2		
3	Exemption 6 Peter Harrell Call	
4	Meeting: Weekly Scheduling Feedback + Invites; https://pitc.zoomgov.com/ Exemption 6 Meeting: USTR/COS; https://pitc.zoomgov.com/ Exemption 6	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com/	
6		

May 29, 2021

Saturday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30	31					

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

SATURDAY		Notes
	29	
7 ^{AM}		
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11		
12 ^{PM}		
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4		
5	Review memos	
6		

May 30, 2021

Sunday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
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June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

SUNDAY		Notes
	30	
7 ^{AM}		
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10		
11		
12 ^{PM}		
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4		
5	Review memos	
6		

May 31, 2021

Monday

May 2021

Su	Mo	Tu	We	Th	Fr	Sa
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June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26
27	28	29	30			

MONDAY		Notes
	31	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/j/... Exemption 6	
10	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/j/... Exemption 6	
	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/j/... Exemption 6	
11		
12 ^{PM}		
1		
2		
3		
4	White House Leadership Meeting https://pitc.zoomgov.com/j/... Exemption 6	Meeting: USTR/COS; https://pitc.zoomgov.com/j/...
5	Review memos	
	Staff Policy Meeting; https://pitc.zoomgov.com/j/... Exemption 6	
6		

June 1, 2021

Tuesday

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
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July 2021

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	1	
7 ^{AM}	Meeting: APEC/unions https://ituc-csi-org.zoom.us Tai, Katherine C. EOP/USTR	
8	COS FO Office Hours USTR/COS; AKT Office ; Tai, Katherine C. EC Call: Sec. Truss (UK); https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com team engagement submissions due	
10	MC12 Deliverables Check-In https://pitc.zoomgov.com Todd, Nora C. EOP/USTR National Security Agencies COS Bi-Weekly Daily COS Check-in; https://pitc.zoomgov.com	
11	Check-in on China; https://pitc.zoomgov.com	
12 ^{PM}	DC Winder 218 Tata, Shantanu S. EOP/USTR	
1	work on alternative davos	
2	DC Winder 218 Tata, Shantanu S. EOP/USTR Trip Call: Brussels; https://pitc.zoomgov.com	
3	Meeting: USTR/Senior Staff; https://pitc.zoomgov.com	
4		
5	Review memos quick check in re: Mexico + Congress ; https://pitc.zoomgov.com	
6		

June 2, 2021

Wednesday

June 2021

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July 2021

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WEDNESDAY		Notes
	2	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com EXEMPTION 6	
10	Daily COS Check-in; https://pitc.zoomgov.com EXEMPTION 6	
11		
12 ^{PM}	DC Winder 218 Tata, Shantanu S. EOP/USTR	
1	USTR/COS; AKT Office ; Tai, Katherine C. EC Nora/Ginna; Nora calls Ginna; Lance, Ginna L. EOP/USTR	
2	Meeting: Chief Economic Advisor Prof. Dr. Lars-Hendrik Röller; Winder 203 ; Tai, Kath Briefing: South Africa call; https://pitc.zoomgov.com EXEMPTION 6	
3	Briefing: UK FTA ; https://pitc.zoomgov.com EXEMPTION 6 Meeting: Weekly Scheduling Feedback + Invites; https://pitc.zoomgov.com EXEMPTION 6	
4	Nora + Marta Checking In; https://pitc.zoomgov.com EXEMPTION 6	
5	Review memos Staff Policy Meeting; https://pitc.zoomgov.com EXEMPTION 6	
6		

June 3, 2021

Thursday

June 2021

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July 2021

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THURSDAY		Notes
	3	
7 ^{AM}		
8	COS FO Office Hours	
9	NSC/USTR China Discussio WHSR JFK Rosenberger, Laura M. EOP/	Call: Minister Patel (S. Afri FO Check In; https://pitc.zoomgov.com
10	Meeting: Digital Trade https://pitc.zoomgov.com	Daily COS Check-in; https://pitc.zoomgov.com
11	Colombia FTA Strategy; https://pitc.zoomgov.com	Briefing: Worker Roundtable w/ Sen. Brown; https://pitc.zoomgov.com
12 ^{PM}	Cabinet report	Meeting: Memo Review; AKT Office; Tai
	Trip Call: Worker-Centered Trade Policy Speech; https://pitc.zoomgov.com	
1	USMCA RRM https://pitc.zoomgov.com Todd, Nora C. EOP/USTR	
2	CONFIRMED: Briefing for Reps. Schakowsky, DeLauro, Blumenauer staff re TRIPS; Dia	Briefing: APEC Events; https://pitc.zoomgov.com
3	Daily reading Winder 218 Tai, Katherine C. EOP/USTR	
4	China Meeting Debrief; 203; Todd, Nora C. EOP/USTR	Meeting: USTR/Senior Staff; https://pitc.zoomgov.com
5	Connect on Mexico trip; https://pitc.zoomgov.com	Review memos
6		

June 4, 2021

Friday

June 2021

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July 2021

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FRIDAY		Notes
	4	
7 ^{AM}	Event: ABAC Winder Room 203 Calendar Tai, Katherine C. EOP/USTR	
8	COS Office Hours Jamila/Nora; https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com Week Ahead AUSTRs Meeting Participant Dial-In:	EXEMPTION 6
10	Daily COS Check-in; https://pitc.zoomgov.com Event: Worker Roundtable w/ Sen. Brown https://pitc.zoomgov.com Tai, Katherine C. EOP/USTR	EXEMPTION 6
11	nora+ lisa; Todd, Nora C. EOP/USTR Meeting: Worker Centered Trade Policy Speech Review; https://pitc.zoomgov.com	EXEMPTION 6
12 ^{PM}	Chiefs of Staff Office Hours - Pilot Edition Microsoft Teams Meeting Ferguson, Katharine - OSEC - Washington	Nora Todd's Zoom Meeting; https://pitc.zoomgov.com
1	Meeting: China update Winder Room 203 Calendar; Tai, Katherine C. EOP/USTR Nora/Ginna; Nora calls Ginna; Lance, Gi	
2	hannah/nora/ginna; https://pitc.zoomgov.com [EXTERNAL] Touch Base Jason Easton and Nora Todd ; Jason to call Nora:	EXEMPTION 6
3	EXEMPTION 6 Meeting: USTR/COS; https://pitc.zoomgov.com	
4	Pre Meeting; https://pitc.zoomgov.com Meeting with AFL+ USTR; https://pitc.zoomgov.com Ryan, Evan M. EOP/WHO	EXEMPTION 6
5	Review memos thea calling me	
6		

June 5, 2021

Saturday

June 2021

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July 2021

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SATURDAY		Notes
	5	
7 ^{AM}	APEC Ministers Responsible for Trade (MRT) Winder Room 203 Calendar Tai, Katherine C. EOP/USTR	
8		
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12 ^{PM}		
1	EXEMPTION 6	
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5	Review memos	
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June 6, 2021

Sunday

June 2021

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July 2021

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SUNDAY		Notes
	6	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2	Europe Trip Sync (Todd / Harney / Abraham); https://pitc.zoomgov.com EXEMPTION 6	
3		
4		
5	Review memos	
6		

June 7, 2021

Monday

June 2021

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July 2021

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MONDAY		Notes
	7	
	Sam Starts - Lance, Ginna L. EOP/USTR	
7 ^{AM}		
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com EXEMPTION 6	
	Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com EXEMPTION 6	
10	Briefing: Administrator Power Call: Administrator Power Weekly COS/WHL Check	
11	HOLD: Deputies Committee	
	Call with Salman Ahmed; Salman to call	
12 ^{PM}	Boeing/Airbus Check-In; https://pitc.zoomgov.com	
1	Trip Call: Brussels and London; https://pitc.zoomgov.com EXEMPTION 6	
2	HOLD: Deputies Committee Nora + Jamila; https://pitc.zoomgov.com Nora Todd's Zoom Meeting USTR/PPO Post-100 Days	
3	Meeting: Dispute Settlement Reform https://pitc.zoomgov.com EXEMPTION 6	
4	White House Leadership Meeting https://pitc.zoomgov.com EXEMPTION 6 Tridonex Check In; https://pitc.zoomgov.com Meeting: USTR/COS; https://pitc.zoomgov.com	
5	Nora + Mark; https://pitc.zoomgov.com/j/ Review memos Staff Policy Meeting; https://pitc.zoomgov.com/j/ EXEMPTION 6	
6	Nora+Jan; Todd, Nora C. EOP/USTR	

June 8, 2021

Tuesday

June 2021

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July 2021

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TUESDAY		Notes
	8	
7 ^{AM}		
8	COS FO Office Hours Meeting: US-APEC Business Winder Room 203 Calendar Tai, Katherine C. EOP/USTR	
9	Aircraft Check-in; Call; Peis FO Check In; https://pitc	
10	Daily COS Check-in; https://pitc.zoomgov.com EXEMPTION 6	
11	Meeting: Worker Centered Trade Policy ! https://pitc.zoomgov.com EXEMPTION 6 Tai, Katherine C. EOP/USTR Econ Confirmations Check-in; https://p	
12 ^{PM}	write trumka tps Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR	
1		
2	Call: Lance Fritz (BRT); https://pitc.zoomgov.com EXEMPTION 6 EOP Return to Campus Follow Up Discus: https://pitc.zoomgov.com EXEMPTION 6 Budzinski, Nikki J. EOP/OMB Meeting: Memo Review; AKT Office; Tai	
3	NSC/USTR; Winder Room 218 Calendar; Za NSC/USTR Con't discussion on China; SEC	
4	Nora/Ginna Office; Lance, Ginna L. EOP/USTR Trip Call: Worker-Centered Trade Policy !	
5	Review memos Meeting: USTR/Senior Staff; https://pitc.zoomgov.com EXEMPTION 6	
6		

June 10, 2021

Thursday

June 2021

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July 2021

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THURSDAY		Notes
	10	
7 ^{AM}		
	Call: Minister Deng (Taiwan) ; https://pitc .	
8	COS FO Office Hours	
	USTR/COS ; AKT Office ; Tai, Katherine C. EC	
9	FO Check In ; https://pitc.zoomgov.com ; EXEMPTION 6	
	Briefing: Final speech prep AKT Office Tai, Katherine C. EOP/USTR	
10	Daily COS Check-in ; https://pitc.zoomgov.com ; EXEMPTION 6	
11	Speech: Worker Centered Trade Policy AFL Tai, Katherine C. EOP/USTR	
12 ^{PM}	Cabinet report	
1	Rapid Response Mechanism Regular Check-in https://pitc.zoomgov.com ; EXEMPTION 6 Todd, Nora C. EOP/USTR	
2	Meeting: Eric Lander (OSTP) Winder Room 203 Calendar Tai, Katherine C. EOP/USTR	
3	IG Convo w Menendez Staff ; EXEMPTION 6 Beukelmar	
	Call: Sec. Raimondo (Commerce) ; EXEMPTION 6 Tai, Katherine C. EOP/USTI	
4	Meeting: USTR/Senior Staff ; https://pitc.zoomgov.com ; EXEMPTION 6	
	Trip Call: Brussels + London https://pitc.zoomgov.com ; EXEMPTION 6	
5	Review memos	
6		

June 11, 2021

Friday

June 2021

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July 2021

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FRIDAY		Notes
	11	
7 ^{AM}	EXEMPTION 6	
8	COS Office Hours Nora/Brenna; https://pitc.zoomgov.com/j/... Colette/Nora; https://pitc.zoomgov.com/j/...	
9	FO Check In; https://pitc.zoomgov.com/... EXEMPTION 6 Meeting with Ambassador Tai, ILAB Director Thea Lee, and AUSTRs https://pitc.zoomgov.com/... EXEMPTION 6	
10	Call: Deputy Secretary Sherman (State); Daily COS Check-in; https://pitc.zoomgov.com/...	
11	Nora/Ginna; Nora calls Ginna; Lance, Ginna L. EOP/USTR OGC/DG Trade Call SCIF Room 218 Winder Room 218 Calendar Call: Sec. Blinken (State); State to call AKT	
12 ^{PM}	Briefing: Brussels Trip https://pitc.zoomgov.com/... EXEMPTION 6	
1	POTUS's Legislative https://pitc.zoomgov.com/... Ryan, Evan M. EOP/ Call w Jonathan Ts CONFIRMED: Call v Canceled: HOLD: Cabinet Affairs Ryan, Evan M. EOP/ Trip Call: Michigan	
2	USTR/USDA/PPO sync; https://pitc.zoomgov.com/... EXEMPTION 6 Meeting: USTR/COS; https://pitc.zoomgov.com/... EXEMPTION 6	
3	Briefing: Boeing/Airbus Ambassador Tai's Office Tai, Katherine C. EOP/USTR	
4	Sync on FPMC; EXEMPTION 6 ; Harris, Jennifer M. EOP/WI	
5	Review memos	
6	Nora Todd/Laura R -- USTR call on China NSC CN Call; Winder Room 218 Calendar;	

June 12, 2021

Saturday

June 2021

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July 2021

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SATURDAY		Notes
	12	
	AKT Travel (Brussels + London) - FN-USTR-SCHEDULING To Jun 17 →	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1	<p>go thru Brussels schedule https://pitc.zoomgov.com EXEMPTION 6 Edwards, Hannah E. EOP/USTR</p>	
2		
3	<p>Movement for Overseas Trip Winder-AKT Residence-Dulles Aqueche, Victor A. EOP/USTR</p>	
4	<p>USMCA Working Group https://pitc.zoomgov.com EXEMPTION 6 Todd, Nora C. EOP/USTR</p>	
5	<p>Review memos</p>	
6	<p>UNITED FLIGHT: IAD TO BRU</p>	

June 13, 2021

Sunday

June 2021

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July 2021

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SUNDAY		Notes
	13	
	← From Jun 12 AKT Travel (Brussels + London) - FN-USTR-SCHEDULING To Jun 17 →	
7 ^{AM}		
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12 ^{PM}		
1		
2		
3	FW: USTR // NSC // WH Check In; https://pitc.zoomgov.com/ EXEMPTION 6	
4		
5	Review memos	
6		
	12:00am - 1:15am UNITED FLIGHT: IAD TO BRU	

June 14, 2021

Monday

June 2021

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July 2021

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MONDAY		Notes
	14	
	← From Jun 12 AKT Travel (Brussels + London) - FN-USTR-SCHEDULING To Jun 17 →	
7 ^{AM}	Call: Sec. Raimondo; EXEMPTION 6 ; Tai, Katherine C. EOP/USTR	
8	Todd reading W218 Winder Room 218 Calendar	
9	FO Check In; https://pitc.zoomgov.com/EXEMPTION 6 conference line details; Edwards, Hannah E. EOP/USTR	
10	Weekly COS/WHL Check-in; https://pitc.zoomgov.com/EXEMPTION 6	
11		
12 ^{PM}	Check-in; https://pitc.zoomgov.com/EXEMPTION 6	
1	USTR Correspondence Management User Training - Open Session # 3 https://pitc.zoomgov.com/j/1600988257?pv Swinney, Timothy D. EOP/OA (Contractor)	Canceled: Nora/Ginna; Nora calls Ginna
2		
3		
4	Canceled: White House Leadership Meeti https://pitc.zoomgov.com/j/1613233164?	Principals Huddle Aircraft Participant Dial-In: EXEMPTION 6
5	Review memos	
6		

June 16, 2021

Wednesday

June 2021

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July 2021

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WEDNESDAY		Notes
	16	
	← From Jun 12 AKT Travel (Brussels + London) - FN-USTR-SCHEDULING To Jun 17 →	
	jan's birthday	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ EXEMPTION 6	
	Return to Work Planning https://pitc.zoomgov.com/ EXEMPTION 6	
10	Daily COS Check-in; https://pitc.zoomgov.com/ EXEMPTION 6	
11		
12 ^{PM}		
1	Canceled: Nora/Ginna; Nora calls Ginna; Lance, Ginna L. EOP/USTR	
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5	Review memos	
6		

June 17, 2021

Thursday

June 2021

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July 2021

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THURSDAY		Notes
	17	
	← From Jun 12 AKT Travel (Brussels + London) - FN-USTR-SCHEDULING	
7 ^{AM}	UNITED FLIGHT: LHR TO IAD	
8	COS FO Office Hours	
9	Canceled: FO Check In; https://pitc.zoom	
10	Daily COS Check-in; https://pitc.zoom	
11		
12 ^{PM}	Cabinet report	
1	Trip Call: Michigan; https://pitc.zoomgov.c	
2		
3	IPC on International Trade and Economic WHSR Executive Room Mulholland, Ryan P. EOP/NSC	
4		
5	Review memos	
	Canceled: Meeting: USTR/Senior Staff; https://pitc.zoomgov.com , EXEMPTION 6	
6		

June 18, 2021

Friday

June 2021

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July 2021

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FRIDAY		Notes
	18	
7 ^{AM}		
8	COS Office Hours	
9	Canceled: FO Check In; https://pitc.zoomgov.com EXEMPTION 6	
	Canceled: Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com EXEMPTION 6	
10	Canceled: Daily COS Check-in; https://pitc.zoomgov.com EXEMPTION 6	
11	Canceled: Staff Policy Meeting; https:// Canceled: USTR Correspondence Manage	
12 ^{PM}		
1	Briefing: Michigan trip ; https://pitc.zoomgov.com EXEMPTION 6	
2		
3		
4	Canceled: Meeting: USTR/COS; https://pitc.zoomgov.com EXEMPTION 6	
5	Review memos	
6		

June 19, 2021

Saturday

June 2021

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July 2021

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SATURDAY		Notes
	19	
7 ^{AM}		
8		
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11		
12 ^{PM}		
1	call David Bisbee	
2		
3		
4		
5	Review memos	
6		

June 20, 2021

Sunday

June 2021

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July 2021

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SUNDAY		Notes
	20	
7 ^{AM}		
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9		
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11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		

June 21, 2021

Monday

June 2021

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July 2021

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MONDAY		Notes
	21	
	AKT Travel (Michigan) - FN-USTR-SCHEDULING	
	Allison Starts - Lance, Ginna L. EOP/USTR	
7 ^{AM}	Flight: DCA --> DTW (DL 2006) Tai, Katherine C. EOP/USTR	
8	Travel: DTW --> Flint Tai, Katherine C. EOP/USTR	
9	EXEMPTION 6 FO Check In; https://pitc	
	follow up with david re akt calls with nz and akt on ape	
	Drive: Tour of Flint w/ Rej	
10	Tour: GM Assembly Plant Tai, Katherine C. EOP/USTR	Weekly COS/WHL Check-in; https://pitc
11	Event: Roundtable with Labor Leaders Tai, Katherine C. EOP/USTR	
12 ^{PM}	Event: Vaccine Promotion; Tai, Katherine C. EOP/USTR	Check-in; https://pitc.zoomgov.com/j/16
1	Travel: Flint --> DTW Tai, Katherine C. EOP/USTR	Nora/Leandra Catching up; https://pitc
2		
3		
4	White House Leadership Meeting https://pitc.zoomgov.com/j/16 EXEMPTION 6	Flight: DTW --> DCA (DL 2377) Tai, Katherine C. EOP/USTR
5	Review memos	
	Canceled: Staff Policy Meeting; https://pitc	
6		
	EXEMPTION 6	

June 22, 2021

Tuesday

June 2021

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July 2021

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TUESDAY		Notes
	22	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com/ EXEMPTION 6	
10	hold for call with sameera Call: DepSec Adeyemo (Treasury); Adeyer Daily COS Check-in; https://pitc.zoomg	
11	Briefing: Forum for Fair and Sustainable Trade Policy; https://pitc.zoomgov.com/ EXEMPTION 6 Briefing: PC Meeting; Winder 218; Tai, Katherine C. EOP/USTR	
12 ^{PM}	EOY Planning Session https://pitc.zoomgov.com/ EXEMPTION 6	
1	TRIPS Strategy Meeting https://pitc.zoomgov.com/ EXEMPTION 6	
2	PC Meeting Winder 218 Econ Confirmations Ch	
3	Tai, Katherine C. EOP/USTR	
4		
5	Review memos Meeting: USTR/Senior Staff; https://pitc.zoomgov.com/ EXEMPTION 6	
6		

June 23, 2021

Wednesday

June 2021

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July 2021

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WEDNESDAY		Notes
	23	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>look at supply chain memo</p> <p>Event: Forum for Fair and Sustainable Trade</p>	
9	<p>FO Check In; https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Weekly USTR/AUSTR/FO Meeting; https://pitc.zoomgov.com/EXEMPTION 6</p>	
10	<p>Check-In; https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Japan and Trilateral Strategy Meeting https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Daily COS Check-in; https://pitc.zoomgov.com/EXEMPTION 6</p>	
11	<p>Call with AFL on Domestic Services Regulations; https://pitc.zoomgov.com/EXEMPTION 6</p>	
12 ^{PM}	<p>Meeting to discuss steel consultations; https://pitc.zoomgov.com/EXEMPTION 6</p>	
1	<p>Forced Labor Fisheries Proposal Strategy Meeting https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Todd, Nora C. EOP/USTR</p>	
2	<p>USTR Interview - Jesse and Nora; https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Briefing: Vietnam 301; AKT Office; Tai, Katherine C. EOP/USTR</p>	
3	<p>Meeting: USTR/COS; https://pitc.zoomgov.com/EXEMPTION 6</p> <p>AWARDS CEREMONY _ TEST RUN; https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Meeting: Weekly Scheduling Feedback</p>	
4		
5	<p>Meeting: CBP; Winder 203; Edwards, Hann. Review memos</p> <p>Staff Policy Meeting; https://pitc.zoomgov.com/EXEMPTION 6</p>	
6	<p>FW: Jan Meeting https://pitc.zoomgov.com/EXEMPTION 6</p> <p>Lance, Ginna L. EOP/USTR</p>	

June 24, 2021

Thursday

June 2021

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July 2021

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THURSDAY		Notes
	24	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; https://pitc.zoomgov.com EXEMPTION 6	
10	Briefing: USTR Awards Ce USTR Awards Ceremony Winder 203; Tai, Katherine C USTR FY20 AWARDS CERE Daily COS Check-in; http://	
11	Briefing: Economist Recording; AKT Office ; Tai, Katherine C. EOP/USTR Call: Nora/Janice; https://pitc.zoomgov.com EXEMPTION 6	
12 ^{PM}	Cabinet report Nora and David's Check-in; https://pitc Nora + Erland; https://pitc.zoomgov.com EXEMPTION 6	
1	Rapid Response Mechanism Regular Check-in https://pitc.zoomgov.com/j EXEMPTION 6 Todd, Nora C. EOP/USTR	
2	Todd reading W218 Winder Room 218 Calendar	
3	UAW-USTR Check In on GM Silao; https://pitc.zoomgov.com EXEMPTION 6 Comms Strategy Meeting; Nora' soffice; Todd, Nora C. EOP/USTR	
4	Nora/Ginna; Nora calls Ginna; Lance, Ginna L. EOP/USTR Meeting: Minister Altmaier (Germany); Winder 203; Tai, Katherine C. EOP/USTR	
5	Review memos Call: Susan Rice (DPC); Rice to call AKT de:	
6	Meeting: USTR/Senior Staff; https://pi Assistant Secretary Andrew Martin and N	

June 25, 2021

Friday

June 2021

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July 2021

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FRIDAY		Notes
	25	
7 ^{AM}		
8	COS Office Hours Audrey Winter and Nora Todd; Winder 21 Emily Harrison and Nora; https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com EXEMPTION 6 Week Ahead AUSTRs Meeting Participant Dial-In EXEMPTION 6	
10	Call: US Polysilicon Industry; https://pitc.zoomgov.com Daily COS Check-in; https://pitc.zoomgov.com Nora Todd's Zoom Meeting; https://pitc.zoomgov.com	
11	TRIPS Check In https://pitc.zoomgov.com EXEMPTION 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	Meeting: London/Brussels Debrief Winder 203 Tai, Katherine C. EOP/USTR	
1	Trip Call: Mexico https://pitc.zoomgov.com EXEMPTION 6 Bipartisan Infrastructure Deal: Next Step https://pitc.zoomgov.com EXEMPTION 6 Ryan, Evan M. EOP/WHO	
2	HOLD: NSC China Call NSC & USTR Sync on Chin USTR Correspondence Ma EEOB 374 (SMS Exec) Rosenberger, Laura M. EOP/	
3	Meeting: India Trade Policy Forum; https://pitc.zoomgov.com EXEMPTION 6 classification training hold for meeting with marta	
4	Meeting: USTR/COS; https://pitc.zoomgov.com EXEMPTION 6 Check in with Sirat and Nora; https://pitc.zoomgov.com EXEMPTION 6	
5	Call: Nora Todd + Jen Har jen calling me Review memos	
6		

June 26, 2021

Saturday

June 2021

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July 2021

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SATURDAY		Notes
	26	
7 ^{AM}		
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12 ^{PM}		
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4		
5	Review memos	
6		

June 27, 2021

Sunday

June 2021

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July 2021

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SUNDAY		Notes
	27	
7 ^{AM}		
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12 ^{PM}		
1		
2		
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4		
5	Review memos	
6		

June 28, 2021

Monday

June 2021

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July 2021

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MONDAY		Notes
	28	
7 ^{AM}		
8		
9	<p>FO Check In; https://pitc.zoomgov.com/ EXEMPTION 6</p> <p>Weekly USTR/AUSTR/FO Meeting https://pitc.zoomgov.com/ EXEMPTION 6</p>	
10	<p>Briefing: Steel Meeting; https://pitc.zoomgov.com/j/</p> <p>Meeting: Steel CEOs https://pitc.zoomgov.com/j/</p> <p>Weekly COS/WHL Check In</p>	
11	<p>Didem Nisanci // Nora Todd Monthly Check In; https://ustreasury.zoomgov.com/j/</p>	
12 ^{PM}	<p>Briefing: Chamber IPC ; https://pitc.zoomgov.com/ EXEMPTION 6</p> <p>Interview: EXEMPTION 6</p>	
1	<p>Interview: EXEMPTION 6</p>	
2	<p>Meeting: Chamber of Commerce IPC; Winder Room 305; Msft Teams link below; Tai, Kat</p> <p>Meeting: Taiwan TIFA; https://pitc.zoomgov.com/ EXEMPTION 6</p>	
3	<p>nora calling josh; Todd, Nora C. EOP/USTR</p> <p>RRM Check-In; https://pitc.zoomgov.com/ EXEMPTION 6</p>	
4	<p>White House Leadership Meeting https://pitc.zoomgov.com/ EXEMPTION 6</p> <p>Briefing: All Staff meeting; https://pitc.zoomgov.com/</p> <p>Briefing: USMCA Event; https://pitc.zoomgov.com/</p>	
5	<p>Nora + Leandra Check In; https://pitc.zoomgov.com/</p> <p>Review memos</p> <p>Staff Policy Meeting; https://pitc.zoomgov.com/ EXEMPTION 6</p>	
6		

June 29, 2021

Tuesday

June 2021

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July 2021

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TUESDAY		Notes
	29	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>EXEMPTION 6</p> <p>Check-In; https://pitc.zoomgov.com/j/10</p>	
9	<p>Call: Minister Gan (Singapore); https://pitc.zoomgov.com/j/10</p> <p>FO Check In; https://pitc.zoomgov.com/j/10</p> <p>call brian about nsc</p>	
10	<p>USTR All Staff Meeting</p> <p>https://pitc.zoomgov.com/j/10 EXEMPTION 6 pv</p> <p>Edwards, Hannah E. EOP/USTR</p> <p>National Security Agencies COS Bi-Weekly Meeting</p> <p>Daily COS Check-in; https://pitc.zoomgov.com/j/10</p>	
11	<p>Return to Work Planning with Nora</p> <p>https://pitc.zoomgov.com/j/10 EXEMPTION 6</p>	
12 ^{PM}	<p>DC</p> <p>Winder 218</p> <p>Tata, Shantanu S. EOP/USTR</p>	
1	<p>USTR --> West Wing; Tai, Katherine C. EO</p> <p>Meeting: VP Harris; VP West Wing Office;</p>	
2	<p>Trip Call: Mexico</p> <p>https://pitc.zoomgov.com/j/10 EXEMPTION 6</p>	
3	<p>Return to Work Conversation with Nora</p> <p>https://pitc.zoomgov.com/j/10 EXEMPTION 6</p>	
4	<p>Meeting: Informal Outreach Follow Up; AKT Office; Tai, Katherine C. EOP/USTR</p> <p>Julie/Nora; Nora's Office; Lance, Ginna L. EOP/USTR</p>	
5	<p>Hannah + Nora Weekly Check In; Nora</p> <p>Review memos</p> <p>Ethics Discussion; https://pitc.zoomgov.com/j/10 EXEMPTION 6</p>	
6		

June 30, 2021

Wednesday

June 2021

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July 2021

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WEDNESDAY		Notes
	30	
7 ^{AM}		
8	COS FO Office Hours Transition Plans; https://pitc.zoomgov.com	
9	FO Check In; https://pitc.zoomgov.com/j/EXEMPTION 6 AUSTR Return to Work Planning with No https://pitc.zoomgov.com/EXEMPTION 6	
10	Meeting: WTO Dispute Settlement Follow Daily COS Check-in; https://pitc.zoomgov.com/EXEMPTION 6 Meeting on AAFA Western Hem Strategy	
11	Briefing: Finland meeting; https://pitc.zoomgov.com/EXEMPTION 6 Calendar Issue - IT Support; Winder 211; f USTR and Labor Discuss JSI on Services D EOP Chiefs Reentry & Post Reentry Plann	
12 ^{PM}	Return to Work Planning Discussion with Nora https://pitc.zoomgov.com/EXEMPTION 6	
1	Briefing: MC12 Winder 203; Tai, Katherine C. EOP/USTR	
2	Event: USMCA @ One (Wilson Center) AKT Office//Zoom link below; Tai, Katherine Dawn/Nora; Nora's Office; Lance, Ginna L.	
3	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Connect on Security; Nora's office; Edwards, Hannah E. EOP/USTR	
4	Interview with Pam; https://pitc.zoomgov.com/j/1615521519?pwd=QIJQTFNNDjFVYmtkc RRM Check-In; https://pitc.zoomgov.com/EXEMPTION 6	
5	Meeting: Weekly Scheduling Feedback Review memos Staff Policy Meeting; https://pitc.zoomgov.com/EXEMPTION 6	
6		

July 1, 2021

Thursday

July 2021

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August 2021

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THURSDAY		Notes
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7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Allison and Nora; Winder 211; Todd, Nora</p>	
9	<p>Return to Work Conversation; EXEMPTION 6</p> <p>Trip Call: Mexico; EXEMPTION 6</p>	
10	<p>memos</p> <p>USTR DEIA Council Meeting EXEMPTION 6</p> <p>Daily COS Check-in; EXEMPTION 6</p>	
11	<p>Wilson, Christopher S. EOP/USTR</p> <p>Nora and David and Maria's Check-in;</p>	
12 ^{PM}	<p>Cabinet report</p> <p>Interview: EXEMPTION 6</p>	
1	<p>nora calling josh; Todd, Nora C. EOP/USTR</p>	
2	<p>Meeting: Fish Strategy EXEMPTION 6</p> <p>Tai, Katherine C. EOP/USTR</p> <p>Campus Emergency Proce</p> <p>Canceled: Todd reading W218 Winder Room 218 Calendar</p>	
3	<p>Briefing: Canada Working Lunch; AKT Office; Tai, Katherine C. EOP/USTR</p> <p>Return to Work Planning with Nora EXEMPTION 6</p>	
4	<p>CONFIRMED: TRIPS update w/ Reps. Blumenauer, Schakowsky, DeLauro, Doggett sta</p>	
5	<p>Nora/Ginna; Nora calls Ginna; Lance, Ginna</p> <p>Review memos</p>	
6	<p>Allison and Nora; Winder 211; Smith, Allisc</p> <p>Meeting: USTR/Senior Staff; EXEMPTION 6</p>	

July 2, 2021

Friday

July 2021

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August 2021

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FRIDAY		Notes
	2	
	AKT OOO - FN-USTR-SCHEDULING	
7 ^{AM}		
8	<p>COS Office Hours Ed Gresser and Nora Todd; EXEMPTION 6</p> <p>Tsering/Nora; EXEMPTION 6</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6; Lance, Ginna L. EOP/USTR</p>	
10	<p>Check In; EXEMPTION 6 Daily COS Check-in; EXEMPTION 6</p>	
11	<p>TRIPS Check In; EXEMPTION 6</p> <p>Rapid Response Check In; EXEMPTION 6 Interview; EXEMPTION 6</p>	
12 ^{PM}	<p>hannah/nora check in; Hannah to call Nora; Edwards, Hannah E. EOP/USTR</p> <p>Kei + Nora; EXEMPTION 6 connect on candidates ; EXEMPTION 6</p>	
1	<p>Nora Todd's Zoom Meeting; EXEMPTION 6</p>	
2		
3	<p>Nora + Cesar Meeting; EXEMPTION 6</p> <p>Weekly Check-In; Todd, Nora C. EOP/USTR</p>	
4	<p>Nora Todd's Zoom Meeting; EXEMPTION 6</p> <p>RRM Check In; EXEMPTION 6</p>	
5	<p>Review memos</p>	
6		

July 3, 2021

Saturday

July 2021

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August 2021

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SATURDAY		Notes
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12 ^{PM}		
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5	Review memos	
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July 4, 2021

Sunday

July 2021

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August 2021

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SUNDAY		Notes
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12 ^{PM}		
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5	Review memos	
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July 5, 2021

Monday

July 2021

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August 2021

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MONDAY		Notes
	5 Office Closed (4th Observed) - Lance, Ginna L. EOP/USTR	
7 ^{AM}		
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12 ^{PM}	Check-in; EXEMPTION 6	
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4		
5	Review memos	
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July 6, 2021

Tuesday

July 2021

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August 2021

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TUESDAY		Notes
	6	
	AKT Travel (Mexico City) - FN-USTR-SCHEDULING To Jul 9 →	
	Kamau Starts - Lance, Ginna L. EOP/USTR	
	Tommy Starts - Lance, Ginna L. EOP/USTR	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6	
	RRM Check-In; EXEMPTION 6	
10	Briefing: Mexico Trip EXEMPTION 6	
	Daily COS Check-in; EXEMPTION 6	
11	Working Lunch: Minister Ng (Canada) Winder 203//Annex Tai, Katherine C. EOP/USTR	
	Econ Confirmations Check-in; EXEMPTION 6	
12 ^{PM}		
1	Geneva Logistics Discussion; EXEMPTION 6	
	Call: Sec. Becerra (HHS); EXEMPTION 6 Tai, Katherine C. EOP/USTR	
2	Call: Dr. Ngozi (WTO); AKT office//Zoom info below; Tai, Katherine C. EOP/USTR	
3	USTR --> Dulles Tai, Katherine C. EOP/USTR	
4		
5	Review memos	
	Flight: IAD --> MEX EXEMPTION 6 Tai, Katherine C. EOP/USTR	
6		

July 7, 2021

Wednesday

July 2021

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August 2021

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WEDNESDAY		Notes
	7	
	← From Jul 6	AKT Travel (Mexico City) - FN-USTR-SCHEDULING
	To Jul 9	→
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6	
	AUSTRs Check In; EXEMPTION 6	
10	Daily COS Check-in; EXEMPTION 6	
11		
12 ^{PM}	FW: CERT Briefing (Option 1 of 4); Zoom Meeting; EOP Safety	
1	FW: CERT Briefing (Option 2 of 4); Zoom Meeting; EOP Safety	
2		
3	Campus Emergency Procedures Briefing for USTR (Option 2 of 2); Zoom Meeting; EOP	
4		
5	Review memos	
	Canceled: Staff Policy Meeting; EXEMPTION 6	
6		

July 8, 2021

Thursday

July 2021

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August 2021

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THURSDAY		Notes
	8	
<p>← From Jul 6 AKT Travel (Mexico City) - FN-USTR-SCHEDULING To Jul 9 →</p>		
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6	
	China Phase One Congressional Follow Up; EXEMPTION 6	
10		
	Daily COS Check-in; EXEMPTION 6	
11	IPC on Foreign Policy for the Middle Class	
	SVTC (or EEOB 374. Rosenberg, Brett	
12 ^{PM}	Cabinet report Nora and David FW: CERT Briefing	
	Nora + Erland; EXEMPTION 6	
1	FW: CERT Briefing (Option 4 of 4); Zoom Meeting; EOP Safety	
2	Canceled: Todd reading W218 Winder Room 218 Calendar	
3		
4		
5	Review memos	
6		

July 9, 2021

Friday

July 2021

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August 2021

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FRIDAY		Notes
	9	
	← From Jul 6	AKT Travel (Mexico City) - FN-USTR-SCHEDULING
7 ^{AM}		
8	COS Office Hours	
9	FO Check In; EXEMPTION 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6; Lance, Ginna L. EOP/USTR	
	Daily COS Check-in; http://	
11	Flight: MEX --> IAD EXEMPTION 6 Tai, Katherine C. EOP/USTR	
12 ^{PM}		
1	Personal Security and Threat EXEMPTION 6 Ryan, Evan M. EOP/WHO	Canceled: HOLD: Cabinet Affairs Strategy Meeting Ryan, Evan M. EOP/WHO
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5	Review memos	
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July 11, 2021

Sunday

July 2021

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August 2021

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SUNDAY		Notes
	11	
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12 ^{PM}		
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5	Review memos	
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July 12, 2021

Monday

July 2021

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August 2021

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MONDAY		Notes
	12	
7 ^{AM}		
8		
9	<p>FO Check In; EXEMPTION 6</p> <p>Weekly USTR/AUSTR/FO Meeting EXEMPTION 6</p>	
10	<p>Briefings: US-Africa Biz Summit + ILF AKT Office ; Tai, Katherine C. EOP/USTR</p> <p>Weekly COS/WHL Check-in; https://pit</p>	
11	<p>Thomas Mahr and Nora Todd; Nora to Call Tom at EXEMPTION 6 Todd, Nora C. EOP/U</p> <p>TRIPS Check In EXEMPTION 6</p>	
12 ^{PM}	<p>Todd, Nora C. EOP/USTR</p> <p>USTR --> State Dept; Tai, Katherine C. EOI</p>	
1	<p>Meeting: Sec. Blinken (State) State Dept; Tai, Katherine C. EOP/USTR</p> <p>Nora + Leandra Check In; EXEMPTION 6</p> <p>State Dept --> USTR; Tai, Katherine C. EOI</p>	
2	<p>Meeting: BRT Trade and International Committee Winder 203; Tai, Katherine C. EOP/USTR</p>	
3	<p>Briefing: Truss meeting; Winder 203; Tai, Katherine C. EOP/USTR</p>	
4	<p>Calendar Review; EXEMPTION 6</p>	
5	<p>Mexico Trip Debrief; EXEMPTION 6 Review memos</p>	
6	<p>Dinner: Sec. Truss (UK) Blue Duck Tavern Tai, Katherine C. EOP/USTR</p>	

July 13, 2021

Tuesday

July 2021

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August 2021

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TUESDAY		Notes
	13	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Check-In; EXEMPTION 6</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>Ginna/Nora Touch Base; Nora calls Ginna;</p>	
10	<p>National Security Agencies COS Bi-We</p> <p>Daily COS Check-in; EXEMPTION 6</p> <p>Event: Intel Corp and Intl Trade Policy Crystal Room, Willard Intercontinental (140'</p>	
11	<p>Briefing: WTO Fisheries; AKT Office//Conference Line for Geneva; Tai, Katherine C. EOP/U</p> <p>Econ Confirmations Check-in; EXEMPTION 6</p>	
12 ^{PM}	<p>ASEAN check-in; EXEMPTION 6</p>	
1	<p>Nora + Sam check-in; Nora's office (211); Todd, Nora C. EOP/USTR</p> <p>Nora Todd's Zoom Meeting; EXEMPTION 6</p>	
2	<p>Meeting: Sec. Truss (UK) Winder 203 Tai, Katherine C. EOP/USTR</p>	
3	<p>Meeting: USTR/COS; AKT Office; Tai, Katherine C. EOP/USTR</p> <p>Briefing: AFBF Event; AKT Office; Tai, Katherine C. EOP/USTR</p>	
4	<p>Meeting: Minister Lutfi (Indonesia) Winder 203; Tai, Katherine C. EOP/USTR</p>	
5	<p>Hannah + Nora Weekly Check In; Nora Review memos</p> <p>Check In; EXEMPTION 6</p>	
6	<p>Meeting: USTR/Senior Staff; Winder 203; Tai, Katherine C. EOP/USTR</p> <p>Review Read Ahead Material; Winder 211; Tata, Shantanu S. EOP/USTR</p>	

July 14, 2021

Wednesday

July 2021

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August 2021

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WEDNESDAY		Notes
	14	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Nora and Julie Weekly Check-In; https://</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>AUSTRs Check In; Partic</p> <p>Event: AFBF; Renaissance A</p>	
10	<p>EXEMPTION 6</p> <p>Nora/Dawn; Nora's Office ;</p>	
11	<p>Shelly/Nora; EXEMPTION 6</p> <p>Meeting: Weekly Comms Time; EXEMPTION 6</p>	
12 ^{PM}	<p>China Team Check In</p> <p>EXEMPTION 6</p>	
1	<p>Call: Jen/Nora; Jen to call EXEMPTION 6; Harris, Jennifer M. EOP/WHO</p>	
2	<p>Meeting: Mexico trip debrief</p> <p>Winder 203; Tai, Katherine C. EOP/USTR</p>	
3	<p>Briefing: Rapid Response</p> <p>EXEMPTION 6</p> <p>Trip Call: Wisconsin; EXEMPTION 6</p>	
4	<p>Briefing: CFIUS; AKT office; Tai, Katherine C. EOP/USTR</p> <p>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U</p>	
5	<p>Review memos</p> <p>Briefing: Africa Trade Engagement</p> <p>Winder 203; Tai, Katherine C. EOP/USTR</p> <p>Staff Policy Meeting; EXEMPTION 6</p>	
6	<p>Nora/Julie; Nora's Office; Lance, Ginna L. EOP/USTR</p> <p>[EXTERNAL] Call Jason Easton & Nora Todd ; Jason to call Nora; EXEMPTION 6 international.c</p>	

July 15, 2021

Thursday

July 2021

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August 2021

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THURSDAY		Notes
	15 Ethan OOO (in Wisconsin) - Holmes, Ethan M. EOP/USTR	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6 Call: Minister Sultanov (Kazakhstan); http	
10	Meeting: WTO Fish Subsidies Winder 305 Tai, Katherine C. EOP/USTR Daily COS Check-in; EXEMPTION 6	
11	Follow Up Conversation with Nora EXEMPTION 6 Lance, Ginna L. EOP/USTR	
12 ^{PM}	Cabinet report Nora + Erland; EXEMPTION 6 Nora and David and Maria's Check-in;	
1	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Meeting: Trilateral and Japan Engagement; Winder 203; Tai, Katherine C. EOP/USTR	
2	Meeting: TRIPS Strategy; Winder 203; Tai, Katherine C. EOP/USTR	
3	Briefing: Wisconsin trip; AKT Office; Tai, Katherine C. EOP/USTR Meeting: China Staffing; EXEMPTION 6	
4	Marta/Nora; Nora's Office; Lance, Ginna L. EOP/USTR	
5	Review memos	
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July 16, 2021

Friday

July 2021

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August 2021

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FRIDAY		Notes
	16	
	AKT Travel (Wisconsin) - FN-USTR-SCHEDULING	
7 ^{AM}		
8	COS Office Hours Fish Strategy Meeting; EXEMPTION 6	
9	FO Check In; EXEMPTION 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6; Lance, Ginna L. EOP/USTR	
	Daily COS Check-in; EXEMPTION 6 Meeting on Tridonex Case; EXEMPTION 6	
11	Return to Office Next Steps EXEMPTION 6	
12 ^{PM}	Check In; EXEMPTION 6	
1	EXEMPTION 6	
2	Todd reading W218 Winder Room 218 Calendar	
3	Weekly Check-In; Todd, Nora C. EOP/USTR	
4	GSP touch base; EXEMPTION 6 Nora Todd's Zoom Meeting; EXEMPTION 6	
5	Review memos	
6		

July 17, 2021

Saturday

July 2021

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August 2021

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SATURDAY		Notes
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5	Review memos	
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July 17, 2021

Saturday

July 2021

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August 2021

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SATURDAY		Notes
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5	Review memos	
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July 18, 2021

Sunday

July 2021

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August 2021

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SUNDAY		Notes
	18	
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12 ^{PM}		
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5	Review memos	
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July 19, 2021

Monday

July 2021

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August 2021

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MONDAY		Notes
	19	
	AKT OOO - FN-USTR-SCHEDULING	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6 Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	Calendar Check In; EXEMPTION 6
10	Check In on Singapore TDY; https://pitc.zc	Weekly COS/WHL Check-in; EXEMPTION 6
11		
12 ^{PM}	Nora/Ginna; Nora's Office; Lance, Ginna L. EOP/USTR	
1	Nora/Leandra Catching up; EXEMPTION 6	
2		
3	Labor AUSTR Interview; EXEMPTION 6 Winder 203 Lance, Ginna L. EOP/USTR	
4	EXEMPTION 6	
5	Pam/Nora/Ginna; EXEMPTION 6	Review memos
	Staff Policy Meeting; EXEMPTION 6	
6	Andrew Martin and Nora Todd; EXEMPTION 6	

July 20, 2021

Tuesday

July 2021

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August 2021

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TUESDAY		Notes
	20	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Check-In; EXEMPTION 6</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>Labor AUSTR Interview: EXEMPTION 6 Nora's Office Winder 211 Lance, Ginna L. EOP/USTR</p>	
10	<p>Daily COS Check-in; EXEMPTION 6 Salman and Nora; EXEMPTION 6</p>	
11	<p>EXEMPTION 6</p> <p>Briefing: Australia meetin</p> <p>Briefing: OECD meeting; A Econ Confirmations Ch</p>	
12 ^{PM}	<p>Lunch! Todd, Nora C. EOP/USTR</p>	
1		
2	<p>Call: Myron Brilliant (Chamber); AKT to call Myron at EXEMPTION 6 Tai, Katherine C. EC</p> <p>GM Check-In; EXEMPTION 6</p>	
3	<p>Labor AUSTR Interview: EXEMPTION 6 Lance, Ginna L. EOP/USTR</p>	
4	<p>Title: Call w/ Reps. Schakowsky, DeLauro, Blumenauer, Doggett staff re TRIPS EXEMPTION 6</p>	
5	<p>Connect on October foreign travel; Nora Review memos</p>	
6		

July 21, 2021

Wednesday

July 2021

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August 2021

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WEDNESDAY		Notes
	21	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Meeting: SG Cormann (OECD); Winder 20</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>AUSTRs Check In; EXEMPTION 6 Call w Monge and Nora re TRIPS; EXEMPTION 6</p>	
10	<p>Meeting: Minister Tehan (Australia) Winder 203; Tai, Katherine C. EOP/USTR</p> <p>Daily COS Check-in; EXEMPTION 6</p>	
11	<p>Nora Todd's Zoom Meeting; EXEMPTION 6</p> <p>Labor AUSTR Interview; EXEMPTION 6</p>	
12 ^{PM}	Lance, Ginna L. EOP/USTR	
1	<p>EXEMPTION 6</p> <p>Labor AUSTR Interview; EXEMPTION 6 Lance, Ginna L. EOP/USTR</p>	
2	<p>Meeting: Memo Review; AKT Office//Zoom; EXEMPTION 6</p> <p>Labor AUSTR Interview; EXEMPTION 6</p>	
3	Lance, Ginna L. EOP/USTR	
4	<p>calendar check in; EXEMPTION 6</p> <p>Meeting: Weekly Scheduling Feedback + AKT Office//Hannah to call Nora Tai, Katherine C. EOP/USTR</p>	
5	<p>Review memos</p> <p>Staff Policy Meeting; EXEMPTION 6</p>	
6	Briefing: Aluminum meetings; EXEMPTION 6	

July 22, 2021

Thursday

July 2021

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August 2021

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THURSDAY		Notes
	22	
	Hannah OOO - Edwards, Hannah E. EOP/USTR To Jul 28 →	
7 ^{AM}		
8	COS FO Office Hours Meeting: Ottawa Group Winder 203//WebEx Tai, Katherine C. EOP/USTR	
9	Call: EVP Dombrovskis (EU); AKT office/Zc FO Check In; EXEMPTION 6	
10	Nora/Chris; EXEMPTION 6 Todd reading Daily COS Check-in; http Review China Document ; W218 Winder Room 218 Calendar	
11	Meeting: Chair Lange; Winder 203; Tai, Katherine C. EOP/USTR	
12 ^{PM}	Nora and David and Maria's Check-in; EXEMPTION 6 Nora + Erland; EXEMPTION 6	
1	Rapid Response Mechanism Regular Check-in EXEMPTION 6 Todd, Nora C. EOP/USTR	
2	Campus Emergency Procedures Briefing Meeting: Dr. Lander (OSTP); AKT Office ; 1	
3	Nora/Ginna Nora's Office Lance, Ginna L. EOP/USTR	
4	Briefing: Clouthier meeting; AKT office; T. Meeting: Sec. Clouthier (Mexico) Winder 203; Tai, Katherine C. EOP/USTR	
5	Review memos Meeting: USTR/Senior Staff Winder 203; Tai, Katherine C. EOP/USTR	
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July 23, 2021

Friday

July 2021

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August 2021

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FRIDAY		Notes
	23	
	← From Jul 22 Hannah OOO - Edwards, Hannah E. EOP/USTR To Jul 28 →	
7 ^{AM}		
8	COS Office Hours Nora + Dawn + Dan; EXEMPTION 6	
9	FO Check In; EXEMPTION 6 Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6 ; Lance, Ginna L. EOP/USTR	
10	Meeting: Engagement Winder 203; Tai, Katherine C. EOP/USTR Daily COS Check-in; EXEMPTION 6	
11	TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
12 ^{PM}		
1	Cabinet Call with Dana Remus, Sharon Bl EXEMPTION 6 Ryan, Evan M. EOP/WHO Call with Minister Tehan ; Minister Tehan	
2	Review Indo-Pacific Strategy Document ; Dawn and Nora ; Nora calling dawn; Todd, Nora C. EOP/USTR	
3	Meeting: China Strategy Winder 203; Tai, Katherine C. EOP/USTR	
4	Hold; Winder 203; Tai, Katherine C. EOP/US Daleep and Nora; EXEMPTION 6	
5	Review memos Weekly Check-In; Todd, Nora C. EOP/U	
6		

July 24, 2021

Saturday

July 2021

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August 2021

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SATURDAY		Notes
24		
← From Jul 22 Hannah OOO - Edwards, Hannah E. EOP/USTR To Jul 28 →		
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5	Review memos	
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July 25, 2021

Sunday

July 2021

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August 2021

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SUNDAY		Notes
	25	
	← From Jul 22	Hannah OOO - Edwards, Hannah E. EOP/USTR
	To Jul 28	→
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5	Review memos	
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July 26, 2021

Monday

July 2021

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August 2021

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MONDAY		Notes
	26	
	← From Jul 22 Hannah OOO - Edwards, Hannah E. EOP/USTR To Jul 28 →	
	AKT OOO - FN-USTR-SCHEDULING To Jul 30 →	
7 ^{AM}		
8	EXEMPTION 6	
	Tridonex Check-In; EXEMPTION 6	
9	FO Check In; EXEMPTION 6	
	AUSTR Return to Office Follow Up with Nora	
	EXEMPTION 6	
10		
	Trilateral and TTC Check-In; https://pitc.zc Weekly COS/WHL Check-in; https://pitc.zc	
11		
	Check-In with UAW on Silao Case; https://pitc.zc HOLD: Check-In on GM Silao Case; zoom	
12 ^{PM}	Check-In on Tridonex EXEMPTION 6 Todd, Nora C. EOP/USTR	DC Winder 218 Tata, Shantanu S. EOP/USTR
1		
	Nora + Leandra Check In; EXEMPTION 6	
2	Nora Todd and Lori Wallach ; Nora to call Lori at EXEMPTION 6 Todd, Nora C. EOP/UST	
3		
	Calendar Check In; EXEMPTION 6	
4	Nora Todd's Zoom Meeting; EXEMPTION 6	
5	Review memos	
	Staff Policy Meeting; EXEMPTION 6	
6	call with luz maria; i'm calling her cell phone	

July 27, 2021

Tuesday

July 2021

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August 2021

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TUESDAY		Notes
	27	
	← From Jul 22 Hannah OOO - Edwards, Hannah E. EOP/USTR To Jul 28 →	
	← From Jul 26 AKT OOO - FN-USTR-SCHEDULING To Jul 30 →	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6	
	Indo-Pacific Strategy Check In	
10	EXEMPTION 6 Todd, Nora C. EOP/USTR	
	Daily COS Check-in; EXEMPTION 6 Uruguay Check-In; EXEMPTION 6	
11	Return to Office Follow up Conversation with Nora ; EXEMPTION 6	
	Econ Confirmations Check-in; EXEMPTION 6	
12 ^{PM}		
	check workplan	
1	Call with AFL on Tridonex EXEMPTION 6 Todd, Nora C. EOP/USTR	
2		
3	Return to Office Follow up Conversation with Nora ; EXEMPTION 6	
4	EXEMPTION 6	
5	Review memos	
	Brandon/Ginna/Nora; EXEMPTION 6	
6		

July 28, 2021

Wednesday

July 2021

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August 2021

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WEDNESDAY		Notes
	28	
	← From Jul 22 Hannah OOO - Edwards, Hannah E. EOP/USTR	
	← From Jul 26 AKT OOO - FN-USTR-SCHEDULING To Jul 30 →	
	Ethan OOO - Holmes, Ethan M. EOP/USTR To Jul 30 →	
7 ^{AM}		
8	COS FO Office Hours	
		Nora and Julie Weekly Check-In; https://
9	FO Check In; EXEMPTION 6	
	AUSTRs Check In; Participant Dial-In: EXEMPTION 6 ; Lance, Gin	
10	Briefing on Tridonex case EXEMPTION 6 Todd, Nora C. EOP/USTR	
		Daily COS Check-in; EXEMPTION 6
11	USTR Civil Society EXEMPTION 6	
		Todd Reading W218 Winder Room 218 Calendar
12 ^{PM}		
1	Nora/Ginna; Nora Calls Ginna; Lance, Ginna L. EOP/USTR	
	Option 1: Return to Office Follow up Conversation with Nora ; EXEMPTION 6	
2	Supply Chain Task Force Check-In EXEMPTION 6	
3		
	Follow-up Discussion w/Kurt Campbell; EEOB, Room 386; Burton, Groslyn M. EOP/NSC	
4		
	USTR IIP AUSTR Interview: EXEMPTION 6	
5	Lance, Ginna L. EOP/USTR	Review memos
	Staff Policy Meeting; EXEMPTION 6	
6	call arun	

July 29, 2021

Thursday

July 2021

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August 2021

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THURSDAY		Notes
29		
← From Jul 26 AKT OOO - FN-USTR-SCHEDULING To Jul 30 →		
← From Jul 28 Ethan OOO - Holmes, Ethan M. EOP/USTR To Jul 30 →		
7 ^{AM}		
8	COS FO Office Hours call wally Nora Todd Call; Winder R	
9	FO Check In; EXEMPTION 6 Tridonex Next Steps Meeting; EXEMPTION 6	
10	Nora + Erland; EXEMPTION 6 Call with Sasha Daily COS Check-in; EXEMPTION 6	
11	Option 2: Return to Office Follow up Conversation with Nora ; EXEMPTION 6 nora calling jeff; EXEMPTION 6	
12 ^{PM}	DC Winder 218 Tata, Shantanu S. EOP/USTR	
1	Campus Emergency Procedures Briefing	
2	Todd reading W218 Winder Room 218 Calendar	
3		
4	Hannah + Nora; EXEMPTION 6	
5	Review memos	
6		

July 30, 2021

Friday

July 2021

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August 2021

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FRIDAY		Notes
	30	
	← From Jul 26 AKT OOO - FN-USTR-SCHEDULING	
	← From Jul 28 Ethan OOO - Holmes, Ethan M. EOP/USTR	
7 ^{AM}		
8	COS Office Hours	
9	DUSTR Planning; EXEMPTION 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6 ; Lance, Ginna L. EOP/USTR	
11	Zoom with Labor EXEMPTION 6 Daily COS Check-in; EXEMPTION 6	
12 ^{PM}	TRIPS Check In; EXEMPTION 6	
1	Nora and David and Maria's Check-in; EXEMPTION 6	
2	BID/BBB and The Path Ahead ; EXEMPTION 6 Nora/Ginna; Nora calls Ginna; Lance, Ginna L. EOP/USTR	
3	DC Prep; 218; Todd, Nora C. EOP/USTR	
4	[EXTERNAL] Trade Policy Meeting Akin Gump -- 2001 K Street, NW (video link) Pomper, Brian	Weekly Meeting Brian's Office Todd, Nora C. EOP/USTR
5	4:45pm Nora & Natalie; N Review memos Weekly Check-In; Todd,	
6		

July 31, 2021

Saturday

July 2021

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August 2021

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SATURDAY		Notes
	31	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
6		

August 1, 2021

Sunday

August 2021

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September 2021

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SUNDAY		Notes
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7 ^{AM}		
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11		
12 ^{PM}		
1		
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4		
5	Review memos	
6		

August 2, 2021

Monday

August 2021

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September 2021

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MONDAY		Notes
	2	
7 ^{AM}		
8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
9	FO Check In; EXEMPTION 6	
	Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
10	Meeting: August Travel; A Nora and Julie Weekly Weekly COS/WHL Check	
11	Call: Sec. Raimondo (Commerce); EXEMPTION 6; Tai, Katherine C. EOP/USTI IIP AUSTR Interview: EXEMPTION 6	
12 ^{PM}	Lance, Ginna L. EOP/USTR Didem Nisanci // Nora Todd Monthly Check In; EXEMPTION 6	
1	Document Review; Winder 218; Tata, Shantanu S. EOP/USTR IIP AUSTR Interview: EXEMPTION 6	
2	Lance, Ginna L. EOP/USTR IIP AUSTR Interview: EXEMPTION 6 Nora's Office Winder 211	
3	Lance, Ginna L. EOP/USTR nora calling jen	
4	Ethan Stops by; Holmes, Ethan M. EOP/US' tridonex check in; EXEMPTION 6 call thea	
5	Review memos Nora + Daleep; EXEMPTION 6 Meeting: Weekly Scheduling; AKT Office; Tai, Katherine C. Staff Policy Meeting; ht	
6		

August 3, 2021

Tuesday

August 2021

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September 2021

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TUESDAY		Notes
	3	
7 ^{AM}		
8	<p>COS FO Office Hours</p> <p>Check-In; EXEMPTION 6</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>Interview: EXEMPTION 6 AKT Office; Tai, Katherine C. EOP/USTR</p>	
10	<p>Daily COS Check-in; https://pitc.zoomg; Interview: EXEMPTION 6; AKT Office; Tai,</p>	
11	<p>Interview: EXEMPTION 6 AKT Office; Tai, Katherine C. EOP/USTR</p>	
12 ^{PM}	<p>Call: NSC + USTR DC Prep (Forced Labor and Solar Supply Chains); EXEMPTION 6 Ca</p> <p>Meeting on Attaches; 211; Todd, Nora C. EOP/USTR</p>	
1	<p>Climate Huddle EXEMPTION 6 Todd, Nora C. EOP/USTR</p>	
2	<p>Ginna/Nora (2H and FO Planning); Nora's Office; Lance, Ginna L. EOP/USTR</p>	
3	<p>Interview: EXEMPTION 6 AKT Office; Tai, Katherine C. EOP/USTR</p> <p>Briefing: PC; Winder 218; Tai, Katherine C. EOP/USTR</p>	
4	<p>PC Meetings Winder 218</p> <p>Interview Training with Laszlo Bock EXEMPTION 6</p>	
5	<p>Review memos</p>	
6		

August 4, 2021

Wednesday

August 2021

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September 2021

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WEDNESDAY		Notes
	4	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6 AUSTRs Check In; EXEMPTION 6	
10	IIP AUSTR Interview; EXEMPTION 6 Lance, Ginna L. EOP/USTR Daily COS Check-in; EXEMPTION 6	
11	Nora and John (TradeWins); EXEMPTION 6 Fish Check-In EXEMPTION 6	
12 ^{PM}	USTR --> Local Stop; 4000 Nebraska Ave, Lunch: Amb. Tomita (Japan) Ambassador's Residence Tai, Katherine C. EOP/USTR	
1		
2	Local Stop --> USTR; Tai, Katherine C. EOP/USTR Briefing: PC; Winder 218; Tai, Katherine C. EOP/USTR	
3	Nora + Adam; 211; Todd, Nora C. EOP/USTR IIP AUSTR Interview; EXEMPTION 6	
4	Lance, Ginna L. EOP/USTR Meeting: Memo Review; AKT Office; Tai Call: Labor interviews; AKT office/NT to c	
5	Review memos Staff Policy Meeting; https://pitc.zoom Call: Jeff Zients; AKT to Call Zients at 202-8	
6		

August 5, 2021

Thursday

August 2021

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September 2021

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THURSDAY		Notes
	<p>5</p> <p>Ryan OOO - Zamarripa, Ryan M. EOP/USTR To Aug 9 →</p> <p>AKT Travel (Seattle) - FN-USTR-SCHEDULING</p>	
7 ^{AM}		
8	<p>COS FO Office Hours</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>Indo-Pacific Strategy Revisited</p> <p>EXEMPTION 6</p>	
10	<p>Todd, Nora C. EOP/USTR</p> <p>DEIA Council Check-In</p> <p>EXEMPTION 6</p> <p>Daily COS Check-in; EXEMPTION 6</p>	
11	<p>Todd, Nora C. EOP/USTR</p> <p>Nora + Erland; EXEMPTION 6</p>	
12 ^{PM}	<p>DC</p> <p>Winder 218</p> <p>Tata, Shantanu S. EOP/USTR</p>	
1	<p>Rapid Response Mechanism Regular Check-in</p> <p>EXEMPTION 6</p>	
2	<p>Todd, Nora C. EOP/USTR</p> <p>Todd reading</p> <p>W218</p>	
3	<p>Winder Room 218 Calendar</p>	
4	<p>Tridonex; EXEMPTION 6</p>	
5	<p>Review memos</p>	
6		

August 6, 2021

Friday

August 2021

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September 2021

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FRIDAY		Notes
6	<p>← From Aug 5 Ryan OOO - Zamarripa, Ryan M. EOP/USTR To Aug 9 →</p> <p>AKT OOO - FN-USTR-SCHEDULING</p>	
7 ^{AM}		
8	<p>COS Office Hours sarah ellerman; 211</p> <p>Nora + Dan; EXEMPTION 6</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>AUSTR Six Month Check In</p> <p>EXEMPTION 6</p>	
10	<p>Lance, Ginna L. EOP/USTR</p> <p>Daily COS Check-in; EXEMPTION 6</p>	
11	<p>TRIPS Check In</p> <p>EXEMPTION 6</p> <p>Todd, Nora C. EOP/USTR</p>	
12 ^{PM}	<p>Lunch</p> <p>Teaism</p> <p>Todd, Nora C. EOP/USTR</p>	
1	<p>[EXTERNAL] Touch Base Jason Easton and Nora Todd ; Jason to call Nora: EXEMPTION 6</p> <p>Meeting on White House Interagency Policy Processes ; EXEMPTION 6</p>	
2	EXEMPTION 6	
3		
4	<p>Weekly Meeting</p> <p>TBD</p> <p>Todd, Nora C. EOP/USTR</p> <p>[EXTERNAL] Trade Policy Video Meeting</p> <p>EXEMPTION 6</p> <p>Pomper, Brian</p>	
5	<p>Review memos</p> <p>Weekly Check-In; Todd,</p> <p>Tridonex; EXEMPTION 6</p> <p>Nora Todd's Zoom Meeting; EXEMPTION 6</p>	
6	<p>Tridonex ; EXEMPTION 6</p>	

August 7, 2021

Saturday

August 2021

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September 2021

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SATURDAY		Notes
7		
← From Aug 5 Ryan OOO - Zamarripa, Ryan M. EOP/USTR To Aug 9 →		
7 ^{AM}		
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12 ^{PM}		
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5	Nora Todd's Zoom Meeting; EXEMPTION 6 Review memos	
6		

August 8, 2021

Sunday

August 2021

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September 2021

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SUNDAY		Notes
8		
← From Aug 5 Ryan OOO - Zamarripa, Ryan M. EOP/USTR To Aug 9 →		
7 ^{AM}		
8		
9	Tridonex + USTR Meeting EXEMPTION 6 Todd, Nora C. EOP/USTR	
10	Nora Todd's Zoom Meeting; EXEMPTION 6	
11		
12 ^{PM}		
1	Tridonex + USTR EXEMPTION 6 Todd, Nora C. EOP/USTR	
2		
3		
4		
5	Review memos	
6		

August 9, 2021

Monday

August 2021

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September 2021

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MONDAY		Notes
	9	
	← From Aug 5	Ryan OOO - Zamarripa, Ryan M. EOP/USTR
7 ^{AM}		
8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
9	FO Check In; EXEMPTION 6	
	Weekly USTR/AUSTR/FO Meeting	
	EXEMPTION 6	
10	Weekly COS/WHL Check-in; EXEMPTION 6	
11	Elizabeth Kelley (Duberstein Group) + USTR; EXEMPTION 6	
	review china outline from terry	
12 ^{PM}	DEIA Convo Revisited; EXEMPTION 6	
	China Strategy Check-In	
	EXEMPTION 6	
1	Todd, Nora C. EOP/USTR	
2	Call with Salman Ahmed (Director for Policy and Planning, U.S. Department of State)	
	chat re: public meetings; Nora office; Edwards, Hannah E. EOP/USTR	
3	tridonex update; EXEMPTION 6	
	Tridonex Update; EXEMPTION 6	
4	Hannah + Nora Weekly Check In; EXEMPTION 6	
5	Review memos	
	Staff Policy Meeting; EXEMPTION 6	
6		

August 10, 2021

Tuesday

August 2021

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September 2021

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TUESDAY		Notes
	10	
7 ^{AM}		
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6	
	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
10	National Security Agencies COS Bi-Weekly Check-In; SVTC - Please contact your agency	
	Ambassador Tai IIP Interview; Interview: EXEMPTION 6 AKT Office; Ambassador Tai IIP Interview	
11	Ambassador Tai IIP Interview; Interview: EXEMPTION 6 AKT Office; Ambassador Tai IIP Interview	
12 ^{PM}	Calendar Review; Ryan to	
	SCIF Todd, Nora C. EOP/USTR	
	Secure China Check In Winder 218; Howe, Julia M.	
1	Nora Todd's Zoom Meeting; EXEMPTION 6	
2	Strategy Session: Environment EXEMPTION 6	
3	Strategy Session: Labor EXEMPTION 6	
4	Call Kristina ; EXEMPTION 6	
	Nora/Ginna Nora's Office; Lance, Ginna L. EOP/USTR	
5	Review memos	
	Meeting: Weekly Scheduling Feedback + EXEMPTION 6	
6		

August 11, 2021

Wednesday

August 2021

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September 2021

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WEDNESDAY		Notes
	11	
7 ^{AM}		
8	COS FO Office Hours	
9	AUSTRs Check In ; Participant Dial-In: EXEMPTION 6 ; Lance, Gin	
10	Secure Call: Wendy Sherman (State) ; Winder 218/State Operation Center to connect; Tai Meeting: Blue Sky Brainstorming EXEMPTION 6	
11	Tai, Katherine C. EOP/USTR	
12 ^{PM}		
1	Virtual Meeting with US Chamber and Nora zoom call in info soon Rigoli, Lisa A. EOP/USTR	
2	Meeting: Memo Review ; AKT Office; Tai, Katherine C. EOP/USTR	
3	Briefing: Digital Services Tax EXEMPTION 6 Nora + Erland; EXEMPTION 6	
4	Strategy Session: Operations ; AKT Office; Tai, Katherine C. EOP/USTR Ambassador Tai IIP Interv Interview: EXEMPTION 6 AKT Office Ambassador Tai IIP Interv	
5	Review memos	
6		

August 12, 2021

Thursday

August 2021

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September 2021

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THURSDAY		Notes
	12	
	Shantanu OOO - Tata, Shantanu S. EOP/USTR To Aug 13 →	
7 ^{AM}		
8	COS FO Office Hours Breakfast/Tea; EEOB?; Todd, Nora C. EOP/USTR	
9	FO Check In; EXEMPTION 6 CALL: WASHINGTON POST; Adam to call	
10	Nora Todd's Zoom Meeting; EXEMPTION 6 Weekly Cabinet COS check-in; https://[redacted] Meeting: Chris Inglis (National Cyber Dir	
11	Chat about India; EXEMPTION 6	
12 ^{PM}	Calendar Review; Ryan to Call; Todd, Nora C. EOP/USTR Call about Hard Rock Hotel RRM Case; EXEMPTION 6	
1		
2	Strategy Session: Supply Chain EXEMPTION 6	
3	USCBC Virtual Meeting w Nora Todd Zoom info below Rigoli, Lisa A. EOP/USTR	
4	USMCA Working Group EXEMPTION 6 Todd, Nora C. EOP/USTR Nora Todd's Zoom Meeting; EXEMPTION 6	
5	Review memos Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
6	Call: Scott Nova (Workers Right Consortium); EXEMPTION 6	
	7:00pm - 7:45pm Call: TM Yeo (Korea)(EXEMPTION 6)	

August 13, 2021

Friday

August 2021

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September 2021

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FRIDAY		Notes
	13	
	← From Aug 12	Shantanu OOO - Tata, Shantanu S. EOP/USTR
7 ^{AM}		
8	COS Office Hours	
		Tsering and Nora; EXEMPTION 6
9	FO Check In; EXEMPTION 6	
	Week Ahead AUSTRs Meeting	
	Participant Dial-In: EXEMPTION 6	
10		Call: DG Guy Ryder (ILO); EXEMPTION 6
11	TRIPS Check In	
	EXEMPTION 6	
	Todd, Nora C. EOP/USTR	
12 ^{PM}	Juan and Nora; EXEMPTION 6	
1		
	Bruce	
2	EXEMPTION 6	
	Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
3	Josh + Nora Check-In; EXEMPTION 6	
	[EXTERNAL] Trade Policy Video Meeting	Weekly Meeting
	EXEMPTION 6	TBD
4	Pomper, Brian	Todd, Nora C. EOP/USTR
	Nora Todd (USTR) and Marcia Eugenio (ILAB); EXEMPTION 6	
5	Review memos	Weekly Check-In; Todd, Nora C. EOP/U
	EXEMPTION 5	
6		

August 14, 2021

Saturday

August 2021

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September 2021

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SATURDAY		Notes
	14	
7 ^{AM}		
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10		
11		
12 ^{PM}		
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4		
5	Review memos	
6		

August 15, 2021

Sunday

August 2021

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September 2021

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SUNDAY		Notes
	15	
7 ^{AM}		
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10		
11		
12 ^{PM}		
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5	Review memos	
6		

August 16, 2021

Monday

August 2021

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September 2021

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MONDAY		Notes
	16	
	AKT OOO - FN-USTR-SCHEDULING To Aug 20 →	
7 ^{AM}		
8	[EXTERNAL] Breakfast: Nora Todd (USTR) and Myron Brilliant (USCC) The Lafayette at The Hay-Adams 800 16th St NW Brilliant, Myron	
9	Weekly AUSTR/FO Meeting EXEMPTION 6	
10	Weekly COS/WHL Check-in; EXEMPTION 6	
11	Colombia Labor Strategy EXEMPTION 6	
12 ^{PM}	Ginna/Nora; Nora calls Ginna; Lance, Ginna L. EOP/USTR	
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5	Review memos	
6		

August 17, 2021

Tuesday

August 2021

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September 2021

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TUESDAY		Notes
	17	
	← From Aug 16	AKT OOO - FN-USTR-SCHEDULING
		To Aug 20 →
7 ^{AM}		
8	COS FO Office Hours	
9	deborah greenfield	
10	Nora and Julie Weekly Check-In; Todd, Nora C. EOP/USTR	
	Nora + Josh check-in; EXEMPTION 6	
11	CONFIRMED for W&M majority re TRIPS Update; EXEMPTION 6	
12 ^{PM}	CONFIRMED for SFC majority re TRIPS; EXEMPTION 6 Beukelman, Jan D. EOP	
1		
2		
3	Indo-Pacific Discussion; EXEMPTION 6	
	Hannah + Nora Weekly Check In; NT office; Edwards, Hannah E. EOP/USTR	
4	Kelly and Nora; Winder 211; Todd, Nora C. EOP/USTR	
5	Review memos	
6		

August 18, 2021

Wednesday

August 2021

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September 2021

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WEDNESDAY		Notes
	18	
	← From Aug 16	AKT OOO - FN-USTR-SCHEDULING
	To Aug 20 →	
7 ^{AM}		
8	COS FO Office Hours	
9	AUSTRs Check In; Participant Dial-In: EXEMPTION 6 ; Lance, Gin	
10	Indo-Pacific Check-In EXEMPTION 6 Todd, Nora C. EOP/USTR	
11		
12 ^{PM}	Todd Reading Winder 218 Winder Room 218 Calendar	
1	Nora Todd's Zoom Meeting; EXEMPTION 6	
2	Winder -> EEOB; EEOB 210/212	Discussion on Forced Labor and Solar Su EEOB room 210/212; Berry, Ruth E. EOP/NSC
3	EEOB -> Winder	Nora and Brad Biweekly Check In; http:
4	Ed and Nora; EXEMPTION 6	
4	Global COVID/Summit IPC EXEMPTION 6 (EOP staff only can join in EEOB 178) Cormier, Justin P. EOP/NSC	[USTR] Reentry Planning Meeting; https:
5	Review memos	
5	Staff Policy Meeting; EXEMPTION 6	
6		

August 19, 2021

Thursday

August 2021

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September 2021

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THURSDAY		Notes
	19	
	← From Aug 16	AKT OOO - FN-USTR-SCHEDULING
		To Aug 20 →
7 ^{AM}		
8	COS FO Office Hours	
9	Nora + Tommy; Todd, Nora C. EOP/USTR Michael + Nora; 211; Todd, Nora C. EOP/U	US-EU Trade and Tech Council (TTC) sub-IPC, Thursday, August 19, 0900 EXEMPTION 6 Berry, Ruth E. EOP/NSC
10	Ginna/Nora; Nora Calls Ginna; Lance, Ginn; Weekly Cabinet COS check-in;	EXEMPTION 6
11	Rapid Response Mechanism Regular Check-in EXEMPTION 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	Nora + Daniel Catch Up; 211; Todd, Nora C. EOP/USTR	
1	Call w Monge; Jan will call Nora; Beukelman, Jan D. EOP/USTR Winder -> WH; WHSR NSC/USTR - Sync on CN Strategy Rollout	
2	WH -> Winder	
3	Todd reading W218 Winder Room 218 Calendar	
4	DFC + USTR Solar Call;	EXEMPTION 6
5	Review memos	
6		

August 20, 2021

Friday

August 2021

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September 2021

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FRIDAY		Notes
	20	
	← From Aug 16	
	AKT OOO - FN-USTR-SCHEDULING	
	Shantanu OOO - Tata, Shantanu S. EOP/USTR	
7 ^{AM}		
8	COS Office Hours	
		Meeting with Japan Vice Minister Hirose;
9	FO Check In; EXEMPTION 6	
	Week Ahead AUSTRs Meeting	
10	Participant Dial-In: EXEMPTION 6; Lance, Ginna L. EOP/USTR	
11	TRIPS Check In	
	EXEMPTION 6	
	Todd, Nora C. EOP/USTR	
12 ^{PM}		
	DC	
	Winder 218	
1	Tata, Shantanu S. EOP/USTR	
2	Nora + Ken; 211; Todd, Nora C. EOP/USTR	
	Classification training	
3		
		COVID Summit Non-Government Track
4		EXEMPTION 6
		Mansour, Amanda J. EOP/NSC
5	Review memos	
		Weekly Check-In; Todd, Nora C. EOP/U
6		

August 21, 2021

Saturday

August 2021

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September 2021

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SATURDAY		Notes
	21	
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12 ^{PM}		
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5	Review memos	
6		

August 22, 2021

Sunday

August 2021

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September 2021

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SUNDAY		Notes
	22	
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12 ^{PM}		
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5	Review memos	
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August 23, 2021

Monday

August 2021

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September 2021

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MONDAY		Notes
	23	
7 ^{AM}		
8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
9	Call: Sec. Maina (Kenya) EXEMPTION 6	FO Check In; EXEMPTION 6
10	Weekly USTR/AUSTR/FO Meeting; EXEMPTION 6	
11	Strategy Session: China Winder 218; Tai, Katherine C. EOP/USTR	Weekly COS/WHL Check-in; EXEMPTION 6
12 ^{PM}	Nora and Julie Weekly Check-In; Todd, Nora C. EOP/USTR	
1	Strategy Session: Indo-Pacific EXEMPTION 6	
2	Winder -> EEOB	Nora Todd and Daleep Singh Biweekly
3	EEOB -> Winder	
4	EXEMPTION 6	
5	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
6	Review memos	
	Staff Policy Meeting; EXEMPTION 6	

August 24, 2021

Tuesday

August 2021

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September 2021

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TUESDAY		Notes
	24	
7 ^{AM}		
8	<div style="border: 1px solid orange; padding: 2px;">COS FO Office Hours</div> <div style="border: 1px solid orange; padding: 2px; margin-left: 100px;">Nora + Sara Call; Todd, No</div> <div style="border: 1px solid orange; padding: 2px; margin-left: 100px;">Nora + Sara Secure call; T</div>	
9	<div style="border: 1px solid orange; padding: 2px;">FO Check In; EXEMPTION 6</div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR</div>	
10	<div style="background-color: black; color: red; padding: 5px;">EXEMPTION 6</div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">Marta + Nora; 211; Todd, Nora C. EOP/USTR</div>	
11	<div style="border: 1px solid orange; padding: 2px;">Briefing: China Advisory Board and Business Council; https://pitc.zoomgov.com/j/1601</div>	
12 ^{PM}	<div style="border: 1px solid orange; padding: 2px;">Call: Chamber China Center Advisory Board</div> <div style="background-color: black; color: red; padding: 2px;">EXEMPTION 6</div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;">Tai, Katherine C. EOP/USTR</div>	
1	<div style="border: 1px solid orange; padding: 2px;">Hannah + Nora Weekly Check In; EXEMPTION 6</div>	
2	<div style="border: 1px solid orange; padding: 2px;">Interview with The Economist/ Soumaya Keynes; EXEMPTION 6</div>	
3	<div style="border: 1px solid orange; padding: 2px;">Call with Salman Ahmed (Director for [redacted]); EXEMPTION 6</div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">Nora/Ginna; Nora calls Ginna; Lance, C</div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;">Call: US-China Business Council</div> <div style="background-color: black; color: red; padding: 2px;">EXEMPTION 6</div>	
4		
5	<div style="border: 1px solid orange; padding: 2px;">Call: Minister Tehan (Australia); https://pi</div> <div style="border: 1px solid orange; padding: 2px; margin-left: 100px;">Review memos</div>	
6		

August 25, 2021

Wednesday

August 2021

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September 2021

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WEDNESDAY		Notes
	25	
7 ^{AM}	Call: ASEAN Labor AKT Home//Zoom details below Tai, Katherine C. EOP/USTR	
8	COS FO Office Hours	
9	FO Check In; EXEMPTION 6 AUSTRs Check In; Participant Dial-In: EXEMPTION 6 ; Lance, Gin	
10		
11	EXEMPTION 6	
12 ^{PM}	SVTC Briefing Winder 218 Winder Room 218 Calendar	
1	Nora + Nikki EXEMPTION 6	
2	USTR Special Assistant Interview: EXEMPTION 6 Calendar Review / Check In; Ryan to swing by; Todd, Nora C. EOP/USTR	
3	Meeting on TTC Zoom details below Harrell, Peter E. EOP/WHO	
4	Natalie and Nora; EXEMPTION 6 Briefing: Five Eyes; AKT Office ; Tai, Katherine C. EOP/USTR	
5	Call: Five Eyes Winder 218 Tai, Katherine C. EOP/USTR	Review memos
6		

August 26, 2021

Thursday

August 2021

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September 2021

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THURSDAY		Notes
	26	
	GL OOO - Lance, Ginna L. EOP/USTR To Aug 27 →	
7 ^{AM}		
8	COS FO Office Hours USTR - AmCham China Virtual Meeting EXEMPTION 6 Todd, Nora C. EOP/USTR	
9	FO Check In; EXEMPTION 6 Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U Weekly Cabinet COS check-in; EXEMPTION 6	
11	Strategy Session: WTO MC12 EXEMPTION 6	
12 ^{PM}	Nora and David and Maria's Check-in; CERT Briefing; Zoom Meeting; EOP Safety	
1	India TPF EXEMPTION 6 Xinjiang site visit discussion; Microsoft Te	
2	Todd reading W218 Winder Room 218 Calendar	
3	Call: Jeff Zients; JZ to call AKT desk; Tai, Katherine C. EOP/USTR SDG Huddle; EXEMPTION 6	
4	Adam + Nora; Adam to swing by; Todd, Nora C. EOP/USTR	
5	Meeting: USTR/Senior Staff Winder 203; Tai, Katherine C. EOP/USTR Review memos	
6		

August 27, 2021

Friday

August 2021

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September 2021

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FRIDAY		Notes
27		
← From Aug 26		
GL OOO - Lance, Ginna L. EOP/USTR		
Tommy OOO - Wolfe, Tommy C. EOP/USTR		
7 ^{AM}		
8	COS Office Hours Jing Jing & Nora; EXEMPTION 6 Brenna and Nora; EXEMPTION 6	
9	FO Check In; EXEMPTION 6 FW: Host Info for AUSTR call Lance, Ginna L. EOP/USTR	Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6
10		
11	Strategy Session: TRIPS EXEMPTION 6	
12 ^{PM}	Nora + Jayme + Sarah; EXEMPTION 6	
1	Strategy Session: Rapid Response ; EXEMPTION 6	
2		
3	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
4	[EXTERNAL] Trade Policy Video Meeting Pomper, Brian	Weekly Meeting TBD Todd, Nora C. EOP/USTR
5	Review memos	Weekly Check-In; Todd, Nora C. EOP/U
6		

August 28, 2021

Saturday

August 2021

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September 2021

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SATURDAY		Notes
	28	
7 ^{AM}		
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11		
12 ^{PM}		
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5	Review memos	
6		

August 29, 2021

Sunday

August 2021

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September 2021

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SUNDAY		Notes
	29	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
6		

August 30, 2021

Monday

August 2021

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September 2021

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MONDAY		Notes
30		
GL OOO - Lance, Ginna L. EOP/USTR To Sep 3 →		
AKT Travel (Chicago) - FN-USTR-SCHEDULING To Aug 31 →		
Diamonde Starting - Lance, Ginna L. EOP/USTR		
Jesse Starts - Lance, Ginna L. EOP/USTR		
Sophia Starting (IGA) - Lance, Ginna L. EOP/USTR		
7 ^{AM}		
8		
9	FO Check In EXEMPTION 6	
	AUSTRs Check In EXEMPTION 6	
10	Nora and Julie Weekly Check-In Todd, Nora C. EOP/USTR	Weekly COS/WHL Check-in EXEMPTION 6
11	Listening Session on Global COVID-19 Response in the Context of the UN General Assembly EXEMPTION 6 Mansour, Amanda J. EOP/NSC	
12 ^{PM}		
1		
2	Classification Training	
3		
4	Nora sends New Staff Bios to All USTR Lance, Ginna L. EOP/USTR	
	Hannah + Nora Weekly Check In EXEMPTION 6	
5	Review memos	
6		

August 31, 2021

Tuesday

August 2021

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September 2021

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TUESDAY		Notes
31		
<div style="border: 1px solid orange; padding: 2px;"> ← From Aug 30 To Sep 3 → GLOOO - Lance, Ginna L. EOP/USTR </div>		
<div style="border: 1px solid orange; padding: 2px;"> ← From Aug 30 AKT Travel (Chicago) - FN-USTR-SCHEDULING </div>		
7 AM		
8	<div style="border: 1px solid orange; padding: 2px;"> COS FO Office Hours </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;"> Nora + Sara secure call; Todd, Nora C. EOP/USTR </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;"> Check-In EXEMPTION 6 </div>	
9	<div style="border: 1px solid orange; padding: 2px;"> FO Check In EXEMPTION 6 </div>	
10	<div style="border: 1px solid orange; padding: 2px;"> SDG Call with State Jeff to call Nora </div>	
11	<div style="border: 1px solid orange; padding: 2px;"> Nora + Adam + Sam EXEMPTION 6 </div>	
12 PM		
1		
2		
3	<div style="border: 1px solid orange; padding: 2px;"> Nora/Jesse NT office; Edwards, Hannah E. EOP/USTR </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 5px;"> FW: PAPER Sub-IPC (Multilateral/Coalition-Based Approaches to Trade Abuses): Due September 1 Greta's Office; Tsao, Arthur N. EOP/USTR </div>	
4	<div style="border: 1px solid orange; padding: 2px;"> USTR + USW EXEMPTION 6 </div>	
5	<div style="border: 1px solid orange; padding: 2px;"> Review memos </div>	
6		

September 1, 2021

Wednesday

September 2021

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October 2021

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WEDNESDAY		Notes
	1	
	← [REDACTED] EXEMPTION 6 [REDACTED] →	
7 AM		
8		
9	<p>FO Check In EXEMPTION 6</p> <p>Weekly USTR/AUSTR/FO Meeting EXEMPTION 6</p>	
10	<p>Rapid Response Mechanism Regular Check-in EXEMPTION 6 Todd, Nora C. EOP/USTR</p>	
11	<p>Strategy Session: WTO Ag EXEMPTION 6 Tai, Katherine C. EOP/USTR</p>	
12 PM	<p>Todd reading W218 Winder Room 218 Calendar</p>	
1	<p>Strategy Session: WTO DS Reform EXEMPTION 6 Tai, Katherine C. EOP/USTR</p>	
2	<p>Call: Sec. Walsh (DOL) EXEMPTION 6</p>	
3	<p>Nora and Brad Biweekly Check In EXEMPTION 6</p> <p>Meeting: Memo Review AKT Office; Tai, Katherine C. EOP/USTR</p>	
4	<p>DEIA Check-In EXEMPTION 6</p> <p>Meeting: Weekly Scheduling Feedback + Invites EXEMPTION 6</p>	
5	<p>Review memos</p> <p>Staff Policy Meeting EXEMPTION 6</p>	
6	<p>Meeting: China Trade Actions Meeting Debrief; Winder 218; Tai, Katherine C. EOP/USTR</p>	

September 2, 2021

Thursday

September 2021

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October 2021

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THURSDAY		Notes
	2	
	← [REDACTED] EXEMPTION 6 [REDACTED] →	
7 AM		
8		
9	<p>FO Check In EXEMPTION 6 [REDACTED] Lance, Ginna L. EOP/USTR [REDACTED]</p> <p>Nora + Erland EXEMPTION 6 [REDACTED] Todd, Nora C. EOP/USTR [REDACTED]</p>	
10	<p>Nora and David and Maria's Check-in EXEMPTION 6 [REDACTED] Todd, Nora C. EOP/USTR [REDACTED]</p> <p>Weekly Cabinet COS check-in EXEMPTION 6 [REDACTED] Isen, Thomas M. EOP/WH [REDACTED]</p>	
11		
12 PM	<p>Didem Nisanci // Nora Todd Check In EXEMPTION 6 [REDACTED] @treasury.gov</p>	
1		
2	<p>Meeting: Policy Check In AKT Office; Tai, Katherine C. EOP/USTR [REDACTED]</p>	
3	<p>Strategy Session: WTO Fish EXEMPTION 6 [REDACTED] Tai, Katherine C. EOP/USTR</p>	
4	<p>Meeting: PC Winder 218 Tai, Katherine C. EOP/USTR</p>	
5	<p>Review memos [REDACTED]</p> <p>Meeting: USTR/Senior Staff EXEMPTION 6 [REDACTED] Tai, Katherine C. EOP/USTR</p> <p>Call Laura</p>	
6	<p>USTR --> Event Woodrow Wilson Plaza (1300 Pennsylvania Ave NW Washington, DC 20004); Tai, Katherine C. EOP/USTR</p> <p>Event: Moomin Animations Woodrow Wilson Plaza (1300 Pennsylvania Ave NW Washington, DC 20004); Tai, Katherine C. EOP/USTR</p>	

September 3, 2021

Friday

September 2021

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October 2021

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FRIDAY		Notes
	3	
	← [REDACTED] EXEMPTION 6 [REDACTED]	
	[REDACTED] EXEMPTION 6 [REDACTED] →	
	[REDACTED] EXEMPTION 6 [REDACTED]	
7 AM		
8		
9	FO Check In EXEMPTION 6 [REDACTED] Lance, Ginna L. EOP/USTR [REDACTED]	
	Week Ahead AUSTRs Meeting EXEMPTION 6 [REDACTED] Lance, Ginna L. EOP/USTR [REDACTED]	
10		
	Discuss Treasury's USMCA Implementation rule (OIRA/USTR) EXEMPTION 6 [REDACTED] Waldow, Joseph D. EOP/OMB [REDACTED]	
11	TRIPS Check In EXEMPTION 6 [REDACTED] Todd, Nora C. EOP/USTR [REDACTED]	
12 PM	China Team Check In EXEMPTION 6 [REDACTED] Todd, Nora C. EOP/USTR [REDACTED]	
1		
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4		
5	Review memos [REDACTED] Weekly Check-In [REDACTED] Todd, Nora C. EOP/USTR [REDACTED]	
6		
	6:00am - 7:00am Quarterly Test of GETS Card(Office / Home)	

September 4, 2021

Saturday

September 2021

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October 2021

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SATURDAY	
4	← [REDACTED] EXEMPTION 6 [REDACTED] →
7 ^{AM}	
8	
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12 ^{PM}	
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4	
5	Review memos [REDACTED]
6	

Notes

September 5, 2021

Sunday

September 2021

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October 2021

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SUNDAY		Notes
5	← [REDACTED] EXEMPTION 6 [REDACTED] →	
7 ^{AM}		
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12 ^{PM}		
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4		
5	Review memos [REDACTED]	
6		

September 6, 2021

Monday

September 2021

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October 2021

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MONDAY	
6	← [REDACTED] EXEMPTION 6 [REDACTED] →
7 ^{AM}	
8	
9	
10	
11	
12 ^{PM}	
1	
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4	
5	Review memos [REDACTED]
6	
	8:30pm - 9:00pm EXEMPTION 6 [REDACTED]

Notes

September 7, 2021

Tuesday

September 2021

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October 2021

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TUESDAY		Notes
7	<div style="border: 1px solid green; padding: 2px;"> EXEMPTION 6 </div> <div style="border: 1px solid green; padding: 2px;"> EXEMPTION 6 </div>	
7 ^{AM}		
8	Call	
9	FO Check In; EXEMPTION 6	
10		
11	Hannah + Nora Weekly Check In; Hannah to call Nora; Edwards, Hannah E. EOP/USTR	
12 ^{PM}	<div style="border: 1px solid green; padding: 2px;"> EXEMPTION 6 </div> <div style="border: 1px solid green; padding: 2px;"> Lunch with Timothy Keeler (Mayer Brown) EXEMPTION 6 Todd, Nora C. EOP/USTR </div>	
1	<div style="border: 1px solid green; padding: 2px;"> EXEMPTION 6 </div> <div style="border: 1px solid green; padding: 2px;"> Call with Michael Hager </div>	
2	<div style="border: 1px solid green; padding: 2px;"> China Trade Huddle (Non-EOP Invitation) [Timing TBC] China Trade Huddle; Secure </div> <div style="border: 1px solid green; padding: 2px;"> G7/G20 Meeting; EXEMPTION 6 </div>	
3	Call with Salman Ahmed (Director for Policy and Planning, U.S. Department of State)	
4	<div style="border: 1px solid green; padding: 2px;"> China Check-in EXEMPTION 6 Peisch, Greta M. EOP/USTR </div>	
5	<div style="border: 1px solid green; padding: 2px;"> Nora + Loyce; Todd, Nora C. EOP/USTR </div> <div style="border: 1px solid green; padding: 2px;"> Review memos </div>	
6		

September 8, 2021

Wednesday

September 2021

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October 2021

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WEDNESDAY		Notes
8	<p>← [REDACTED] EXEMPTION 6 [REDACTED]</p> <p>← [REDACTED] EXEMPTION 6 [REDACTED] →</p>	
7 ^{AM}		
8		
9	<p>Meeting with Vice Minister Hirose 2520 Massachusetts Ave. NW, Old Ambassa Fumagalli, Danielle C. EOP/USTR</p> <p>FO Check In; EXEMPTION 6</p> <p>AUSTRs Check In; EXEMPTION 6</p>	
10	Old Ambassador's Residence -> Winder	
11	<p>G7/G20; EXEMPTION 6</p> <p>Call: Dr. Ngozi (WTO); EXEMPTION 6</p>	
12 ^{PM}	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
1	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
2	<p>Meeting: Weekly Scheduling Feedback + Invites; AKT office; Tai, Katherine C. EOP/USTR</p> <p>Briefing: PC; AKT Office; Tai, Katherine C. EOP/USTR</p>	
3	<p>Meeting: PC Winder 218 Tai, Katherine C. EOP/USTR</p>	
4	Nora + Sophia Coffee; Winder 211; Todd, Nora C. EOP/USTR	
5	<p>Nora and Julie Weekly Check In; EXEMPTION 6 Review memos</p> <p>Staff Policy Meeting; EXEMPTION 6</p>	
6	Sign Forms; Winder 211; Stoneman, Jessica R. EOP/USTR	

September 9, 2021

Thursday

September 2021

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October 2021

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THURSDAY		Notes
	9	
	← [REDACTED] EXEMPTION 6 [REDACTED] →	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6 Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
10	China Check In; 211; Todd, Nora C. EOP/US Weekly Cabinet COS check-in; EXEMPTION 6	
11	Todd reading W218 Winder Room 218 Calendar	
12 ^{PM}		
1	Indo-Pacific NSC Meeting Prep; 203; Todd, Nora C. EOP/USTR	
2	USTR + NSC Meeting on Indo-Pacific Str: Winder 203 Todd, Nora C. EOP/USTR	Briefing: Atlantic Interview; AKT Office; T.
3	Nora + Erland; EXEMPTION 6	
4	USMCA Working Group EXEMPTION 6 Todd, Nora C. EOP/USTR	
5	USTR/Senior Staff Winder 203 Tai, Katherine C. EOP/USTR	Review memos
6		

September 10, 2021

Friday

September 2021

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October 2021

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FRIDAY		Notes
	10 ← [REDACTED] EXEMPTION 6 [REDACTED]	
7 ^{AM}		
8	COS Office Hours Catching Up; 211; Todd, Nora C. EOP/USTR Dawn + Nora New Portfolio Check-In; [REDACTED]	
9	FO Check In; EXEMPTION 6 [REDACTED] call with adam and reporter	
10	All Staff Meeting EXEMPTION 6 [REDACTED] Tai, Katherine C. EOP/USTR	
11	TRIPS Check In EXEMPTION 6 [REDACTED] Todd, Nora C. EOP/USTR	
12 ^{PM}	Briefing: China meeting prep; AKT Office; Tai, Katherine C. EOP/USTR Meeting: China; AKT office USTR --> WH; Tai, Katherine C. EOP/USTR	
1	Afghanistan update with I [REDACTED] Cabinet Call; EEOB 180//Zo	
2	Meeting: China WHSR Tai, Katherine C. EOP/USTR WH --> USTR; Tai, Katherine C. EOP/USTR	
3	Weekly Meeting TBD	
4	Todd, Nora C. EOP/USTR	
5	Debrief/Strategy: China M Winder 218 Tai, Katherine C. EOP/USTR Review memos [REDACTED] Weekly Check-In; Todd, [REDACTED]	
6		

September 11, 2021

Saturday

September 2021

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October 2021

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SATURDAY		Notes
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12 ^{PM}		
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5	Review memos	
6		

September 12, 2021

Sunday

September 2021

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October 2021

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SUNDAY		Notes
	12	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
6		

September 13, 2021

Monday

September 2021

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October 2021

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MONDAY		Notes
	13	
7 ^{AM}		
8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
9	FO Check In; EXEMPTION 6	
	Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
10	Call with Sophie	
	Nora and Julie and Ethan Weekly Check	
11	Nora + Ken Check In; EXEMPTION 6	
	232 Discussion; EXEMPTION 6	
12 ^{PM}	Nora Todd + Michael Hager TRIPS Call; EXEMPTION 6	
	Nora + David; EXEMPTION 6	
1	chatting; 211; Todd, Nora C. EOP/USTR	
	Nora/Leandra Catching up; EXEMPTION 6	
2	David Lipton calling me	
	China Check In; EXEMPTION 6	
3	Hannah + Nora Weekly Check In; EXEMPTION 6	
	Check In; 211; Todd, Nora C. EOP/USTR	
4	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
	Call: Sec. Vilsack; EXEMPTION 6	
5	Meeting: Congressional Strategy; AKT off	Review memos
	NSC-USTR huddle on Trade Tick Tock EXEMPTION 6	
6	Rosenberger, Laura M. EOP/NSC	
	Jesse + Nora: Scheduling & Calendar ; 211; Stoneman, Jessica R. EOP/USTR	
	8:00pm - 8:30pm Briefing: ASEAN(AKT Office)	
	8:30pm - 10:00pm Meeting: AEM-USTR Consultations(Winder 305)	

September 14, 2021

Tuesday

September 2021

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October 2021

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TUESDAY		Notes
	14	
7 ^{AM}		
8	Check-In; EXEMPTION 6	
9	FO Check In; EXEMPTION 6 Call with LM	
10	Hannah/Nora (finish check in); NT office; Edwards, Hannah E. EOP/USTR	
11	Meeting: U/S Fernandez (State); AKT Office; Tai, Katherine C. EOP/USTR Meeting: Sec. Hank Paulson; Winder 203; Tai, Katherine C. EOP/USTR	
12 ^{PM}		
1	USTR + HSBC; EXEMPTION 6	
2	Nora call Laura; EXEMPTION 6 HOLD: COALITION OF SERVICES INDUSTRIES CALL	
3	China Check-In; EXEMPTION 6	
4	Interagency sync on China SVTC (Please call WHSR) //S Call: Chuck Levy; EXEMPTION 6	
5	Review memos China Check in 2; EXEMPTION 6	
6	Sign Forms; 211; Stoneman, Jessica R. EOP/USTR	

September 15, 2021

Wednesday

September 2021

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October 2021

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WEDNESDAY		Notes
	15	
7 ^{AM}	Meeting: ASEAN East Asia Summit Economic Ministers Winder 305 Tai, Katherine C. EOP/USTR	
8		
9	FO Check In - AKT Travel Overview; EXEMPTION 6 AUSTRs Check In; Participant Dial-In EXEMPTION 6 Lance, Gin	
10	Meeting: Weekly Engagement Meeting; Winder 203; Tai, Katherine C. EOP/USTR	
11	Nora Todd + Paul Rosenthal (Kelley Drye & Warren); EXEMPTION 6 Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U	
12 ^{PM}	Nora/Ginna Nora's Office; Lance, Ginna L. EOP/USTR	
1	Call: Nora + Jen re: UK FTA; Nora to call EXEMPTION 6 Harris, Jennifer M. EOP/WHO Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
2	Sean <> Nora re: ACT-A VMWG; EXEMPTION 6	
3		
4	USTR/Senior Staff Winder 203 Tai, Katherine C. EOP/USTR	
5	Review memos	
6		

September 16, 2021

Thursday

September 2021

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October 2021

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THURSDAY		Notes
16	EXEMPTION 6	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6	
10		
11	Indo-Pacific Check In; EXEMPTION 6	
12 ^{PM}	Nora and David and Maria's Check-in; EXEMPTION 6	
1	Todd Reading Basement; Todd, Nora C. EOP/USTR	
2	DC Winder 218	
3	Tata, Shantanu S. EOP/USTR	Winder -> EEOB; 386 E Nora Todd + Kurt Cam
4	EEOB -> Winder	
	End of Year Planning; EXEMPTION 6	
5	Prep Meeting for EU WTO Reform Meeti Review memos	
	EXEMPTION 6	
6		

September 17, 2021

Friday

September 2021

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October 2021

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FRIDAY		Notes
	17	
	← [REDACTED] EXEMPTION 6	
7 ^{AM}		
8	COS Office Hours [REDACTED] EXEMPTION 6	
9	Briefing: P Meeting; AKT C [REDACTED] CONFIRMED SFC Committ [REDACTED] FO Check In; EXEMPTION 6	
10	Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6; Lance, Ginna L. EOP/USTR	
11	TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
	Debrief: POTUS Meeting; Winder 218; Tai, Katherine C. EOP/USTR	
12 ^{PM}	US-EU WTO Reform Meeting EXEMPTION 6 Todd, Nora C. EOP/USTR	
1	Debrief: POTUS Meeting Winder 218 Tai, Katherine C. EOP/USTR	
2	M-C Check In; EXEMPTION 6	
	Check In; EXEMPTION 6	
3		
4	[EXTERNAL] Trade Policy Video Meeting EXEMPTION 6	
	Weekly Meeting TBD Todd, Nora C. EOP/USTR	
	CONFIRMED W&M Committee Briefing r	Nora Todd // Laura - Touchbase ; Nora tc
5	Review memos [REDACTED]	Weekly Check-In; Todd, Nora C. EOP/U
6		

September 18, 2021

Saturday

September 2021

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October 2021

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SATURDAY		Notes
	18	
7 ^{AM}		
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9		
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11		
12 ^{PM}		
1		
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4		
5	Review memos	
6		

September 19, 2021

Sunday

September 2021

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October 2021

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SUNDAY		Notes
	19	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
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4		
5	Review memos	
6		

September 20, 2021

Monday

September 2021

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October 2021

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MONDAY		Notes
	20	
7 ^{AM}		
8	<p>Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR</p>	
9	<p>Call: Secretary of State Trevelyan (UK); h: FO Check In; EXEMPTION 6</p> <p>Weekly USTR/AUSTR/FO Meeting EXEMPTION 6</p>	
10	<p>Nora and Julie and Ethan Weekly Check-In; Todd, Nora C. EOP/USTR</p>	
11	<p>Trip Call: Paris EXEMPTION 6</p>	
12 ^{PM}		
1	<p>DC Winder 218 Tata, Shantanu S. EOP/USTR</p> <p>Hold: TTC Synch EXEMPTION 6 Berry, Ruth E. EOP/NSC</p> <p>Nora + Leandra Check In; EXEMPTION 6</p>	
2	<p>Meeting with Angela 203; Todd, Nora C. EOP/USTR</p>	
3	<p>India/GSP Meeting; EXEMPTION 6</p> <p>Hannah + Nora Weekly Check In; EXEMPTION 6</p>	
4	<p>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR</p>	
5	<p>Meeting: Speech Prep Winder 203 Tai, Katherine C. EOP/USTR</p> <p>Review memos</p> <p>Staff Policy Meeting; EXEMPTION 6</p>	
6		

September 21, 2021

Tuesday

September 2021

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October 2021

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TUESDAY		Notes
	21	
7 ^{AM}		
8	Nora + Sirat; 211 Winder	
9	FO Check In; EXEMPTION 6	
	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
10		
	Meeting: Speech Prep Winder 203 Tai, Katherine C. EOP/USTR	
11		
12 ^{PM}	Meeting: Exclusions Decision Winder 203; Tai, Katherine C. EOP/USTR	
1	Michael + Nora; 211; Todd, Nora C. EOP/USTR	
	Start Date Check-In; EXEMPTION 6	
2	Call Iori	
3		
4	Rapid Response Rescheduled EXEMPTION 6 Todd, Nora C. EOP/USTR	
5	Nora/Ginna; Nora's Office; Lance, Ginna L. Review memos	
	jonthan fritz; i'm calling him	
6	FW: FVEY Senior Officials Call Winder SCIF Morgan, Colette M. EOP/USTR	

September 22, 2021

Wednesday

September 2021						
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October 2021						
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WEDNESDAY		Notes
	22	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6 AUSTRs Check In; Participant Dial-In; EXEMPTION 6 Call: Liz Shuler (AFLCIO); EXEMPTION 6	
10	EXEMPTION 6 Nora Todd + Sandra Polaski; EXEMPTION 6	
11	EXEMPTION 6 USTR --> Local Stop; EXEMPTION 6 Lunch w/ Sec. Walsh and COS (DOL) EXEMPTION 6 Tai, Katherine C. EOP/USTR	
12 ^{PM}		
1	Local Stop --> USTR; Tai, Katherine C. EOP/USTR	
2	Meeting: Dr. Ngozi (WTO) Winder 203; Tai, Katherine C. EOP/USTR	
3		
4	Meeting: Memo Review; AKT Office; Tai Shutdown Planning Call; Dial In Below; Lai Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
5	USTR/Senior Staff Winder 203; Tai, Katherine C. EOP/USTR Review memos	
6	Nora / Daleep Meeting; Room 367; Singh, Daleep EOP/NSC	
	8:30pm - 9:00pm NSC-USTR-State call on demarche/outreach timing (See below)	

September 23, 2021

Thursday

September 2021

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October 2021

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THURSDAY		Notes
	23	
	AKT Travel (North and South Carolina) - FN-USTR-SCHEDULING To Sep 24 →	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6 Jan/Nora Performance Plan Review; EXEMPTION 6	
10	Winder -> WH USTR + NSC Indo-Pacific S Weekly Cabinet COS ch	
11	WH -> Winder China CPTPP Strategy Meeting EXEMPTION 6	
12 ^{PM}	Nora & David & Maria's Check-in; EXEMPTION 6 Nora + Erland; EXEMPTION 6	
1	Adam/Nora Performance Plan Discussion ; EXEMPTION 6	
2	Todd reading W218 Winder Room 218 Calendar	
3	Wendy + Nora + Lisa; EXEMPTION 6	
4	USTR Interview: Matthew Hoeck; EXEMPTION 6 Shantanu/Nora Performance Plan Review; EXEMPTION 6	
5	Review memos Mike Pyle; EXEMPTION 6 Mike Pyle <> Nora Todd H	
6		

September 24, 2021

Friday

September 2021

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October 2021

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FRIDAY		Notes
	24	
	← From Sep 23 AKT Travel (North and South Carolina) - FN-USTR-SCHEDULING	
	EXEMPTION 6	
7 ^{AM}		
8	COS Office Hours	
	Nora Todd's Zoom Meeting; EXEMPTION 6	
9	FO Check In; EXEMPTION 6	
	AUSTR TIFA Discussion	
	EXEMPTION 6	
10	Lance, Ginna L. EOP/USTR	
	Zoom with Labor	
11		
	TRIPS Check In; EXEMPTION 6	
12 ^{PM}	USTR + Lori Meeting; EXEMPTION 6	
	Nora <> Daleep ; Daleep will call EXEMPTION 6	
1	USTR Special Assistant Interview: Elijah N	
	Call: Barbara Weisel; EXEMPTION 6 Trip Call: Pittsburgh; EXEMPTION 6	
2	China M-C Interview Touch Base ; EXEMPTION 6	
3	Meeting: Purchase Commitments Winder 203; Tai, Katherine C. EOP/USTR	
4	[EXTERNAL] Trade Policy Video Meeting EXEMPTION 6 EXEMPTION 6	
5	Review memos Weekly Check-In; Todd, Call: Sec. Blinken and Sec. Below; Tai, Katherine C. EOP	
6		

September 25, 2021

Saturday

September 2021

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October 2021

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		SATURDAY	Notes
Paris		25	
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

September 26, 2021

Sunday

September 2021

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October 2021

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		SUNDAY	Notes
		26	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

September 27, 2021

Monday

September 2021

Su	Mo	Tu	We	Th	Fr	Sa
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October 2021

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		MONDAY	Notes
		27	
		Jayne Starts (anticipated) - Lance, Ginna L. EOP/USTR	
Paris			
1 PM	7 AM		
2	8	Meeting: Weekly Lookahead + Scheduling Feedback; EXEMPTION 6	
3	9	FO Check In; EXEMPTION 6	
		Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
4	10	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
5	11	Swearing In: Jayme White; AKT Office; Tai, Katherine C. EOP/USTR	
		Call: Sec. Raimondo (232 prep); EXEMPTION 6	
6	12 PM	Sirat/Nora Performance Plan Conversation; EXEMPTION 6	
7	1	Meeting: Speech Prep Winder 203; Tai, Katherine C. EOP/USTR	
8	2	China-Minister Counselor Interview; EXEMPTION 6 EXEMPTION 6 Lance, Ginna L. EOP/USTR	
9	3	China-Minister Counselor Interview; EXEMPTION 6 EXEMPTION 6 Lance, Ginna L. EOP/USTR	
10	4	China-Minister Counselor Interview; EXEMPTION 6 EXEMPTION 6 Lance, Ginna L. EOP/USTR	
11	5	call jonathan fritz Review memos	
12 AM	6		

September 28, 2021

Tuesday

September 2021

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October 2021

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		TUESDAY	Notes
		28	
		AKT Travel (TTC) (Pittsburgh) - FN-USTR-SCHEDULING To Sep 30 →	
Paris			
1 PM	7 AM		
2	8		
3	9	China-Minister Counselor Interview: EXEMPTION 6 Lance, Ginna L. EOP/USTR	FO Check In; EXEMPTION 6
4	10	China Interviews Debrief ; EXEMPTION 6 Meeting: EVP Dombrovskis (EU) Annex Tai, Katherine C. EOP/USTR	
5	11		
6	12 PM	Meeting: WTO Speech Prep; EXEMPTION 6	
7	1	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
8	2	USTR --> DOC; Tai, Katherine C. EOP/USTR	Meeting: Raimondo and Dombrovskis Commerce Tai, Katherine C. EOP/USTR
9	3	DOC --> USTR; Tai, Katherine C. EOP/USTR	EU TTC Trip Planning Call Pittsburgh EXEMPTION 6
10	4	USTR --> DCA; Tai, Katherine C. EOP/USTR	
11	5	Review memos	
12 AM	6	Flight: EXEMPTION 6 DCA · PIT Tai, Katherine C. EOP/USTR	

September 29, 2021

Wednesday

September 2021

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October 2021

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		WEDNESDAY	Notes
		29	
		← From Sep 28 AKT Travel (TTC) (Pittsburgh) - FN-USTR-SCHEDULE To Sep 30 →	
Paris			
1 PM	7 AM		
2	8		
3	9	FO Check In; EXEMPTION 6	
		AUSTRs Check In; Participant Dial-In: EXEMPTION 6; La	
4	10		
		Interagency Call: Planning for a potential lapse in appropriations; EXEMPTION 6	
5	11		
6	12 PM		
7	1		
8	2	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
9	3		
10	4		
		EOP Lapse Planning Updates; EXEMPTION 6	
11	5	Review memos	
12 AM	6		

September 30, 2021

Thursday

September 2021

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October 2021

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		THURSDAY	Notes
		30	
		← From Sep 28 AKT Travel (TTC) (Pittsburgh) - FN-USTR-SCHEDULING	
Paris			
1 PM	7 AM		
2	8		
3	9	FO Check In; EXEMPTION 6 TOUR OF ARGO AI Tai, Katherine C. EOP/USTR	DEPART HOTEL EN ROUTE ARGO AI
4	10		Interagency Call: Planning for a pote
5	11	LUNCH// PRESS TIME; Carnegie Mellon University; Tai, Katherine C. EOP/USTR WELCOME TO CMU; Carnegie Mellon	LAB TOUR AND DEMOS; Carnegie Me
6	12 PM	ROUNDTABLE DISCUSSION Carnegie Mellon University, 5th Floor Scott Hall Bosch Spark Conference Room Tai, Katherine C. EOP/USTR	
7	1	DEPART CMU EN ROUTE PITTSBURGH INTERNATIONAL AIRPORT (PIT) Tai, Katherine C. EOP/USTR	
8	2		
9	3	Flight; EXEMPTION 6 PIT --> DCA Tai, Katherine C. EOP/USTR	
10	4		
11	5	Review memos	
12 AM	6		

October 1, 2021

Friday

October 2021

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November 2021

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		FRIDAY	Notes
Paris		1	
1 PM	7 AM		
2	8	Nora calling mike nora and sirat; 211; Todd, Nora C. EOP/USTR	
3	9	FO Check In; EXEMPTION 6 Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6 Call Liao Min	
4	10	TRIPS Check In EXEMPTION 6	
5	11	Nora and David and Maria's Check-in; EXEMPTION 6	
6	12 PM	Review & Sign Forms; Nora's Office; Stoneman, Jessica R. EOP/USTR [EXTERNAL] Call Jason Easton & Nora Todd ; Jason to call Nora; EXEMPTION 6	
7	1	HOLD: Cabinet Affairs Weekly Meeting; EXEMPTION 6	
8	2	Briefing: PC; AKT Office ; Tai, Katherine Nora + Erland; EXEMPTION 6 Josh/Nora Performance Plan Discussion ; EXEMPTION 6	
9	3	Todd reading W218 Winder Room 218 Calendar	
10	4	Ken/Nora Performance Plan Discussion; EXEMPTION 6 Touchbase Greta/Nora; EXEMPTION 6	
11	5	Review memos Weekly Check-In; Todd, Nora C. EOP/USTR	
12 AM	6		

October 2, 2021

Saturday

October 2021

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November 2021

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		SATURDAY	Notes
Paris		2	
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1	Meeting: Speech Prep EXEMPTION 6 Tai, Katherine C. EOP/USTR	
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

October 3, 2021

Sunday

October 2021

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November 2021

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21	22	23	24	25	26	27
28	29	30				

		SUNDAY	Notes
		3	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}	Meeting: Speech Prep AKT Office & 305 Tai, Katherine C. EOP/USTR	
7	1	Samuel Michel's Zoom Meeting; EXEMPTION 6 Speech Review EXEMPTION 6	
8	2	Hodge, Adam R. EOP/USTR	
9	3		
10	4	NSC USTR background press call on China trade Dial in is in invite ; Sharma, Saloni EOP/NSC	
11	5	Review memos WSJ China Follow Up Call; Dial-In Below; Hodge, Adam R. EOP/USTR	
12 ^{AM}	6	Call with FT: Rana Foroohar, Aime Williams, Demetri; Adam Calls Rana; Hodge	
		7:00pm - 8:00pm Discussion on the U.S. China Trade Relationship; EXEMPTION 6	

October 4, 2021

Monday

October 2021

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November 2021

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		MONDAY	Notes
		4	
		Sarah Bianchi Starts (anticipated) - Lance, Ginna L. EOP/USTR	
Paris	1 PM	7 AM	
	2	8	
	3	9	
		Final Speech Prep AKT Office; Tai, Katherine C. EOP/USTR	
		USTR --> Local Event; Canceled: Cabinet Touc	
	4	10	
		Speech CSIS: 1616 Rhode Island , Tai, Katherine C. EOP/UST	
	5	11	
		Local Event --> USTR; Tai, Katherine C. EOP/USTR	
	6	12 PM	
		Prep for Interviews; AKT Office; Tai, K	
		1:1 taped interview with CNBC's Kay	
		Interview with NPR's Rachel Martin; EXEMPTION 6	
	7	1	
		Nora 232 Briefing; EXEMPTION 6	
		Swearing In: Sarah Bianchi; Winder 203; Tai, Katherine C. EOP/USTR	
	8	2	
		Call; EXEMPTION 6; Winder 218; Tai, Ka	
		Nora Todd + EXEMPTION 6 Biwe	
	9	3	
		Meeting: Memo Review; AKT office; Tai, Katherine C. EOP/USTR	
		Nora/Ginna Performance Conversation ; EXEMPTION 6	
	10	4	
		USTR --> IAD ; Tai, Katherine C. EOP/USTR	
		Call Kim	
	11	5	
		Nora Todd and Daleep Singh Biwe	
		Review memos	
	12 AM	6	

October 5, 2021

Tuesday

October 2021

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November 2021

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		TUESDAY	Notes
		5	
Paris		OECD Ministerial (Paris) - FN-USTR-SCHEDULING To Oct 6 →	
1 PM	7 AM		
2	8		
3	9	FO Check In; EXEMPTION 6	
4	10	National Security Agencies COS Bi-Weekly Check-In; SVTC - Please contact [REDACTED] Nora to call Mike Harney	
5	11	Call: TRIPS Waiver; Conference Line Below; Tai, Katherine C. EOP/USTR	
6	12 PM		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos [REDACTED]	
12 AM	6		

October 6, 2021

Wednesday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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		WEDNESDAY	Notes
		6	
		← From Oct 5 OECD Ministerial (Paris) - FN-USTR-SCHEDULING	
Paris			
1 PM	7 AM		
2	8		
3	9	FO Check In; EXEMPTION 6	
		AUSTRs Check In; Participant Dial-In: EXEMPTION 6 ; La	
4	10		
5	11		
6	12 PM		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
		Canceled: Staff Policy Meeting; EXEMPTION 6	
12 AM	6		

October 7, 2021

Thursday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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28	29	30				

		THURSDAY	Notes
Paris		7	
1 ^{PM}	7 ^{AM}		
2	8		
3	9	FO Check In; EXEMPTION 6	
4	10	Weekly Cabinet COS check-in; EXEMPTION 6	
5	11		
6	12 ^{PM}	Nora and David and Maria's Check-in; EXEMPTION 6 Nora + Erland; EXEMPTION 6	
7	1		
8	2		
9	3	Dulles to home	
10	4		
11	5	Review memos CPTPP & Indo-Pac Issues; EXEMPTION 6	
12 ^{AM}	6	Hannah + Nora; Hannah to call Nora ; Edwards, Hannah E. EOP/USTR	

October 8, 2021

Friday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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		FRIDAY	Notes
Paris		8	
1 PM	7 AM		
2	8	COS Office Hours Marta/Nora Performance Plan Conve	
3	9	FO Check In; EXEMPTION 6 Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6	
4	10	Meeting: Minister Gan (Singapore); V	
5	11	Meeting: US-Singapore FTA Joint Committee Annex Tai, Katherine C. EOP/USTR	
6	12 PM	Laura R./Nora Todd -- Touchbase on Nora NSC Call; 218; Winder Room 218	
7	1	USTR/Senior Staff Winder 203; Tai, Katherine C. EOP/USTR	
8	2	Meeting: Fish AKT Office; Conference Line; Tai, Katherine C. EOP/USTR	
9	3	China Strategy Touch Base EXEMPTION 6	
10	4	USMCA Working Group EXEMPTION 6	
11	5	Meeting: Sec. Maina (K) Winder 203 Tai, Katherine C. EOP/USTR Review memos Weekly Check-In; To	
12 AM	6	Meeting: AGOA; Winder 203; Tai, Kath Call: Gina McCarthy; EXEMPTION 6 Meeting: Weekly Scheduling; AKT Off China Press Background Call; Dial-in: EXEMPTION 6 Hodge, Adam R. EOP/USTR	
		7:00pm - 7:30pm Briefing: China Call(Winder 218)	
		8:00pm - 8:45pm Call: Vice Premier Liu He (China) EXEMPTION 6	

October 9, 2021

Saturday

October 2021

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November 2021

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		SATURDAY	Notes
Paris		9	
1 ^{PM}	7 ^{AM}		
2	8		
3	9	EXEMPTION 6	
4	10	EXEMPTION 6	
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

October 10, 2021

Sunday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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		SUNDAY	Notes
		10	
		AKT Travel (Sorrento/Geneva) - FN-USTR-SCHEDULING To Oct 15 →	
Paris			
1 PM	7 AM		
2	8		
3	9		
4	10		
5	11		
6	12 PM		
7	1		
8	2		
9	3	Travel to USTR; Winder - F Street Entrance; Todd, Nora C. EOP/USTR	
10	4	Home --> IAD; Tai, Katherine C. EOP/USTR	
11	5	Review memos	
12 AM	6	Flight: [REDACTED] IAD --> FRA Tai, Katherine C. EOP/USTR	

October 11, 2021

Monday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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		MONDAY	Notes
		11	
		← From Oct 10 AKT Travel (Sorrento/Geneva) - FN-USTR-SCHEDULE To Oct 15 →	
		Office Closed - Federal Holiday - Lance, Ginna L. EOP/USTR	
		EXEMPTION 6	
Paris			
1 PM	7 AM		
2	8		
3	9	PRE-MEETING WITH EVP DOMBROV	
4	10	WTO MEETING Tasso Room (second floor) Tai, Katherine C. EOP/USTR	
5	11	Team Public Engagement Check-I	
6	12 PM	BILAT: ITALY MINISTER FM LUIGI DI MAIO; Room 501; Tai, Katherine C. EOP/USTR	
		WALK FROM HOTEL RIVIERA EN ROI	
		ARRIVE // GREET AND PHOTO BY FM	
7	1	CULTURAL VISIT TO THE CORREALE MUSEUM ; Tai, Katherine C. EOP/USTR	
		Nora/Leandra Catch	
		WALK FROM CORREAL	
		WELCOME COCKTAILS ; Le Msue Hall ; Tai, Kather	
8	2	WELCOME DINNER AND PULL ASIDE WITH CANADIAN MINISTER NG Le Msue Hall Tai, Katherine C. EOP/USTR	
9	3		
10	4		
11	5	Review memos	
12 AM	6		
		12:00am - 1:30am Flight: EXEMPTION 6 (IAD --> FRA)	
		4:30am - 6:25am Flight: EXEMPTION 6 (FRA --> NAP)	

October 12, 2021

Tuesday

October 2021

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November 2021

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		TUESDAY	Notes
		12	
		← From Oct 10 AKT Travel (Sorrento/Geneva) - FN-USTR-SCHEDULE To Oct 15 →	
		EXEMPTION 6	
Paris			
1 PM	7 AM	2ND TIMM SESSION (WORKING LUNCH) Plenary Room Tai, Katherine C. EOP/USTR	
2	8		
3	9	FO Check In; EXEMPTION 6	
		3RD TIMM SESSION Plenary Room Tai, Katherine C. EOP/USTR	
4	10		
5	11	WALK FROM GRAND HOTEL RIVIERA	BILAT WITH CANADIAN MINISTER N
		LOAD // DEPART HOTEL AMBASCIATORI EN ROUTE MARRIOTT HOTEL MEDITERRANEO Tai, Katherine C. EOP/USTR	China follow up EXEMPTION 6
6	12 PM		
7	1		
8	2		
9	3		
10	4	White House Leadership Meeting EXEMPTION 6	
11	5	Review memos	
12 AM	6		
		2:00am - 2:50am BILAT BREAKFAST: EVP DOMBROVSKIS (EU)(Conference Room 71	
		3:30am - 5:45am 1ST TIMM SESSION(Plenary Room)	
		5:50am - 6:20am BILAT: SOUTH AFRICA EBRAHIM PATEL (Bilat Room 4 (hotel room	
		6:30am - 7:00am KOREAN TRADE MINISTER YEO HAN-KOO(Bilat Room 4 (hotel roo	
		10:30pm - 11:00pm LOAD // DEPART HOTEL EN ROUTE NAPLES INTL AIRPORT (NA	

October 13, 2021

Wednesday

October 2021

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November 2021

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		WEDNESDAY	Notes
		13	
		← From Oct 10 AKT Travel (Sorrento/Geneva) - FN-USTR-SCHEDULE To Oct 15 →	
Paris			
1 PM	7 AM		
2	8	CALL W/ SEC. RAIMONDO; Conference Line; Tai, Katherine C. EOP/USTR	
3	9	GENEVA MISSION BRIEFING AND SC Intercontinental, Salon Berne; Tai, Kath FO Check In; EXEMPTION 6 Canceled: AUSTRs Check In; Partic	
4	10	MEETING WITH ANGELA ELLARD, WTO DDG Intercontinental, Salon Berne; Tai, Katherine C. EOP/USTR	
5	11	MEETING WITH AMB. JOAO MACHADO (EU); Intercontinental, Salon Berne; Tai MEETING WITH AMB. STEPHEN DE BOER (CANADA); Intercontinental, Salon B	
6	12 PM		
7	1	Canceled: WTO Speech Background C Dial-in Details Below; Hodge, Adam R. E 232 Discussion; Conference Line; Edwa	
8	2		
9	3		
10	4		
11	5	Review memos	
12 AM	6		
		12:00am - 2:20am Flight: EXEMPTION 6 (NAP --> CDG)	
		3:55am - 5:10am Flight: EXEMPTION 6 (CDG --> GVA)	

October 14, 2021

Thursday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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		THURSDAY	Notes
		14	
		← From Oct 10 AKT Travel (Sorrento/Geneva) - FN-USTR-SCHEDULE To Oct 15 →	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9	FO Check In; EXEMPTION 6	
4	10	Weekly Cabinet COS check-in; EXEMPTION 6	
5	11	US-EU Blue Sky Convo #2 EXEMPTION 6 Todd, Nora C. EOP/USTR	
6	12 ^{PM}	Sarah + Nora Check In; Nora calling Sarah.; Todd, Nora C. EOP/USTR	
		Nora + Erland; EXEMPTION 6	
7	1		
8	2		
9	3	Winder -> EEOB; 386 EEOB	
10	4	EEOB -> Winder	
11	5	Review memos	
12 ^{AM}	6		
		2:30am - 3:15am MEETING WITH GUY RYDER, ILO DIRECTOR-GENERAL(ILO)	
		3:30am - 4:00am MEETING WITH AMB. ALEXANDRE PAROLA (BRAZIL) (Intercontine	
		4:15am - 4:45am MEETING WITH AMB. XOLELWA MUMBLI-PETERS (SOUTH AFRICA	
		5:00am - 5:30am MEETING WITH AMB. KAZUYUKI YAMAZAKI (JAPAN)(Intercontine	

October 15, 2021

Friday

October 2021

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November 2021

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		FRIDAY	Notes
		15	
		← From Oct 10 AKT Travel (Sorrento/Geneva) - FN-USTR-SCHEDULING	
Paris			
1 PM	7 AM	Flight: ██████████ ZRH --> IAD Tai, Katherine C. EOP/USTR	
2	8		COS Office Hours
3	9		FO Check In; EXEMPTION 6
4	10		Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6
5	11		
6	12 PM		
7	1		
8	2		
9	3		
		Sarah Bianchi's Zoom Meeting EXEMPTION 6 Bianchi, Sarah A. EOP/USTR	FY23 Budget Planning ; EXEMPTION 6
10	4		
11	5	Review memos ██████████	Weekly Check-In; Todd, Nora C. EOP/USTR ██████████
12 AM	6		
		1:35am - 2:30am Flight: EXEMPTION 6 (GVA --> ZRH)	

October 16, 2021

Saturday

October 2021

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November 2021

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		SATURDAY	Notes
		16	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

October 17, 2021

Sunday

October 2021

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November 2021

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		SUNDAY	Notes
		17	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

October 18, 2021

Monday

October 2021						
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November 2021						
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		MONDAY	Notes
Paris		18	
1 ^{PM}	7 ^{AM}		
2	8	Meeting: Weekly Lookahead + BRU/LDN trip; AKT office; Tai, Katherine C. EOP/	
3	9	FO Check In; EXEMPTION 6	
4	10	Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
5	11	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
6	12 ^{PM}	NAM Meeting Nora Todd + NAM Trade Team; EXEMPTION 6	
7	1	Meeting: Geneva/WTO Trip Debrief EXEMPTION 6	
8	2	Rapid Response Brainstorming Session; EXEMPTION 6 Todd, Nora C. EOP/USTR	USTR + AFL RR Brainstorming EXEMPTION 6 Todd, Nora C. EOP/USTR
9	3	Daniel/Nora Performance Plan Discussion; EXEMPTION 6	
10	4	Meeting: Jake Sullivan (NSA); Winder 218 (NSA to call 218); Tai, Katherine C. EO	
11	5	Trilateral Discussion EXEMPTION 6	
12 ^{AM}	6	write ken's review	
		Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
		Call: Gayle Smith (State); Zoom; Tai, K	Review memos
		Meeting: 232 Check In Winder 203; Tai, Katherine C. EOP/USTR	
		Meeting: China Check In AKT Office; Tai, Katherine C. EOP/USTR	
		7:30pm - 8:00pm write daniel's review	

October 19, 2021

Tuesday

October 2021

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November 2021

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		TUESDAY	Notes
		19	
		AKT Travel (Brussels and London) - FN-USTR-SCHEDULING To Oct 23 →	
Paris			
1 PM	7 AM		
2	8		
3	9	FO Check In; EXEMPTION 6 November - Japan/Korea/India Trip; EXEMPTION 6	
4	10	Meeting: Weekly w/ DUSTRs AKT office; Tai, Katherine C. EOP/USTR TRIPS Check In; EXEMPTION 6	
5	11	Brainstorming Digital Trade Policy at EXEMPTION 6 USTR + AFL Digital Trade/Service Tr EXEMPTION 6	
6	12 PM	Todd, Nora C. EOP/USTR Jamila/Nora Performance Plan Conversation ; EXEMPTION 6	
7	1	Nora/USSS meeting; Winder 211; Edwards, Hannah E. EOP/USTR CAFTA/Textiles Check-In; EXEMPTION 6	
8	2	Meeting: Weekly Scheduling; Zoom; Tai, Katherine C. EOP/USTR	
9	3	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Call: Sec. Raimondo (Digital Trade Agreement w/ Asia); AKT Office (use AKT Z)	
10	4	USTR --> IAD; Tai, Katherine C. EOP/USTR	
11	5	Review memos	
12 AM	6	Flight: EXEMPTION 6 IAD · BRU Tai, Katherine C. EOP/USTR	

October 20, 2021

Wednesday

October 2021						
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November 2021						
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		WEDNESDAY	Notes
		20	
		← From Oct 19 AKT Travel (Brussels and London) - FN-USTR-SCHE To Oct 23 →	
Paris			
1 PM	7 AM	LUNCH // BRIEFING; Transatlantic Room (TAR), US Mission ; Tai, Katherine C. EOP/USTR	
		WALK TO THE HUB; Tai, Katherine C.	
2	8	Meeting: AGOA Ministerial Zoom links sent to emails Tai, Katherine C. EOP/USTR	
3	9	FO Check In; EXEMPTION 6 AUSTRs Check In; Participant Dial-In	
4	10		
		LOAD // DEPART EMBASSY EN ROUTE	
5	11	BILAT WITH SHARAN BURROW, ITUC MEET AND GREET WITH ETUC; Group	
6	12 PM	ROUNDTABLE WITH ITUC, ETUC, AN Ground Floor Conference Room, Boulevard Tai, Katherine C. EOP/USTR	
7	1	LOAD // DEPART ETUC EN ROUTE HOTEL; Tai, Katherine C. EOP/USTR DINNER WITH EVP DOMBROVSKIS Gold Room, Floor 0, The Hotel	
8	2	Tai, Katherine C. EOP/USTR	
9	3		
10	4	Call: Nora + Jen; Nora to call EXEMPTION 6 Harris, Jennifer M. EOP/WHO	
11	5	Review memos Canceled: Staff Policy Meeting; EXEMPTION 6	
12 AM	6		
		12:00am - 1:15am Flight: EXEMPTION 6 (IAD - BRU)	
		1:45am - 2:15am LOAD // DEPART BRU EN ROUTE THE HOTEL	
		2:30am - 4:30am EXECUTIVE TIME(The Hotel)	
		4:30am - 4:45am EXEMPTION 6 (The Hotel Conference Room 26.4, Floor 26)	

October 21, 2021

Thursday

October 2021

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November 2021

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21	22	23	24	25	26	27
28	29	30				

		THURSDAY	Notes
		21	
		← From Oct 19 AKT Travel (Brussels and London) - FN-USTR-SCHETo Oct 23 →	
Paris			
1 PM	7 AM	LOAD // DEPART AMCHAM EU EN ROUTE LUNCH WITH BUSINESS EUROPE AT AMCHAM EU HOLD // Prep; The Hub, Conference R	
2	8		
3	9	LOAD // DEPART EMBASSY EN ROUTE FO Check In; EXEMPTION 6	
4	10	WHEELS UP GARE DU MIDI RAILWAY STATION (ZYZR) EN ROUTE LONDON ST PANCRAS Tai, Katherine C. EOP/USTR Weekly Cabinet COS check-in; EXEMPTION 6	
5	11	LOAD // DEPART TRAIN STATION EN ROUTE EVENT: WOMEN IN TRADE BUSINESS	
6	12 PM	Nora and David and Maria's Check-in; EXEMPTION 6 Nora + Erland; EXEMPTION 6	
7	1		
8	2		
9	3	HOLD: AGOA Messaging Meeting EXEMPTION 6 Thompson, Jamila EOP/USTR	
10	4	Monthly Trade Advisory Committee Cleared Advisor Call Greene, Julie EOP/USTR	
11	5	Review memos	
12 AM	6		
		2:30am - 3:30am BREAKFAST WITH BERND LANGE, INTA CHAIR(Gold Room, Ground Floor)	
		3:45am - 4:25am MEETING WITH EUROFER STEEL STAKEHOLDERS(Conference Room 26.4)	
		4:30am - 5:30am CLIMATE / ENVIRONMENT ROUNDTABLE(Conference Room 26.4)	
		5:45am - 6:00am LOAD // DEPART HOTEL EN ROUTE AMCHAM EU(Avenue des Arts)	

October 22, 2021

Friday

October 2021

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November 2021

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21	22	23	24	25	26	27
28	29	30				

		FRIDAY	Notes	
		22		
		← From Oct 19 AKT Travel (Brussels and London) - FN-USTR-SCHED To Oct 23 →		
		AKT Travel (UK (G7)) - FN-USTR-SCHEDULING		
Paris				
1 PM	7 AM	G7 TRADE MEETING Tai, Katherine C. EOP/USTR		
2	8		COS Office Hours	
3	9		FO Check In;	
4	10		Week Ahead AUS Participant Dia	
5	11			
6	12 PM		TRIPS Check In EXEMPTION 6	
7	1	LOAD // DEPART	Todd, Nora C.	Weekly Cabinet (EXEMPTION 6 Ryan, Evan M. EOF
				Canceled: HOLD: Cabinet Affairs Ryan, Evan M.
8	2			
9	3			
10	4			
11	5	Review memos	Weekly Check-In; Todd, Nora C. EOF	
12 AM	6			
		2:45am - 3:00am LOAD // DEPART HOTEL EN ROUTE MANSION HOUSE(Walbrook L		
		3:00am - 3:45am BILAT: SECRETARY TREVELYAN (UK)(UK Bilat Room)		

October 23, 2021

Saturday

October 2021

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November 2021

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21	22	23	24	25	26	27
28	29	30				

		SATURDAY	Notes
		23	
		← From Oct 19 AKT Travel (Brussels and London) - FN-USTR-SCHEDULING	
Paris			
1 PM	7 AM	Flight: [REDACTED] LHR --> IAD Tai, Katherine C. EOP/USTR	
2	8		
3	9		
4	10		
5	11		
6	12 PM		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos [REDACTED]	
12 AM	6		
		4:45am - 5:30am LOAD// DEPART HOTEL EN ROUTE LONDON HEATHROW AIRPOR	

October 24, 2021

Sunday

October 2021

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November 2021

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21	22	23	24	25	26	27
28	29	30				

		SUNDAY	Notes
		24	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

October 25, 2021

Monday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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28	29	30				

		MONDAY	Notes
		25	
		Elijah's First Day - Lance, Ginna L. EOP/USTR	
Paris			
1 PM	7 AM		
2	8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
3	9	FO Check In; EXEMPTION 6	
		Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
4	10	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
5	11	Meeting: WTO Dispute Settlement EXEMPTION 6	
6	12 PM	WTO and Multilateral Affairs Interview; EXEMPTION 6	
		Call: Rep. Blumenauer; Conference Lit	
7	1	Call: Sen. Sherrod Brown; EXEMPTION 6	
		Meeting: Brussels + London Debrief Winder 203; Tai, Katherine C. EOP/USTR	
8	2	Indo-Pacific Strategy Check In EXEMPTION 6	
9	3	Nora + Chris; Todd, Nora C. EOP/USTR	
		Call: Sec. Yellen (Trea); Short Reading; W218; W ASB China quick update	
10	4	Meeting: IndoPac and Digital Winder 203; Tai, Katherine C. EOP/USTR	
11	5	Meeting: Policy Check In; AKT Office; Review memos	
		Briefing: Hill prep; AKT Office; Tai, Katherine C. EOP/USTR	
12 AM	6		

October 26, 2021

Tuesday

October 2021

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November 2021

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21	22	23	24	25	26	27
28	29	30				

		TUESDAY	Notes
		26	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9	FO Check In - with AKT; ASB; AJW; EXEMPTION 6	
4	10	Meeting: Weekly w/ DUSTRs AKT office; Tai, Katherine C. EOP/USTR	
5	11	Hannah + Nora Weekly Check In; Nora's office; Edwards, Hannah E. EOP/UST	
6	12 ^{PM}	Meeting: Africa Follow Up; EXEMPTION 6	
7	1	US-EU Take Stock Meeting EXEMPTION 6	
8	2	Todd, Nora C. EOP/USTR	
9	3	WTO e-commerce moratorium ; EXEMPTION 6	
10	4		
11	5	Chris Slevin Review memos Mike Pyle Calling Me	
12 ^{AM}	6		

October 27, 2021

Wednesday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

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21	22	23	24	25	26	27
28	29	30				

		WEDNESDAY	Notes
		27	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9	FO Check In; EXEMPTION 6 AUSTRs Check In; Participant Dial-In: EXEMPTION 6	
4	10	MC12 Check-In EXEMPTION 6 Todd, Nora C. EOP/USTR	
5	11	232 Take Stock #2; EXEMPTION 6 Call: Lori Wallach; EXEMPTION 6	
6	12 ^{PM}	Briefing: 232 Call; AKT Office; Tai, Katl Call: Dombrovskis/Raimondo re: 232	
7	1		
8	2	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
9	3	Call with Jonathan Fritz USTR-OVP-NCTO Roundtable Prep EXEMPTION 6	
10	4	Todd, Nora C. EOP/USTR Meeting: Weekly Scheduling Feedback + Invites; EXEMPTION 6	
11	5	Review memos Nora + Sarah Sarah's office Todd, Nora C. EOP/USTR	
12 ^{AM}	6		

October 28, 2021

Thursday

October 2021

Su	Mo	Tu	We	Th	Fr	Sa
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November 2021

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30				

		THURSDAY	Notes
		28	
Paris			
1 PM	7 AM	EXEMPTION 6	
		Event: Indo-Pacific Forum AKT Office Tai, Katherine C. EOP/USTR	
2	8	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
3	9	FO Check In; EXEMPTION 6	
		2022 Calendar Chat; Nora office; Edwards, Hannah E. EOP/USTR	
4	10	Call: Dombrovskis and I EXEMPTION 6 232 Roll-out WH/USTR, 232s Rollout; EXEMPTION 6 Team Congressional Check-In; Nora's Office; Todd,	
5	11	WTO and Multilateral Affairs AUSTR Interview: Kent Shigetomi Nora's Office Winder 211; Lance, Ginna L. EOP/USTR	
6	12 PM	Nora and David and Maria's Check-in; EXEMPTION 6 Nora + Erland; EXEMPTION 6	
7	1	Rapid Response Mechanism Regular Check-in EXEMPTION 6	
8	2	(Hold) USTR Vietnam Travel; EEOB 422; Shackelford, Dawn M. EOP/USTR DC Winder 218	
9	3	Tata, Shantanu S. EOP/USTR	
10	4	Meeting: IndoPac Speech; Winder 203; Tai, Katherine C. EOP/USTR USTR/Senior Staff Winder 203	
11	5	Tai, Katherine C. EOP/USTR Review memos	
12 AM	6		

October 29, 2021

Friday

October 2021

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November 2021

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21	22	23	24	25	26	27
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		FRIDAY	Notes
Paris		29	
1 ^{PM}	7 ^{AM}		
2	8	COS Office Hours Michael + Nora; EXEMPTION 6 Check In on Western Hem Travel and	
3	9	FO Check In; EXEMPTION 6 Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6	
4	10	Nora + Jayme check-in EXEMPTION 6 Todd, Nora C. EOP/USTR	
5	11	TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR Call: Sen. Portman; EXEMPTION 6	
6	12 ^{PM}	Daniel/Nora Performance Plan Conversation; EXEMPTION 6 IT Discussion; EXEMPTION 6	
7	1	Jesse + Nora Check-in; EXEMPTION 6 Bill Shpiece/Nora; EXEMPTION 6	
8	2	USTR/NCTO Roundtable EXEMPTION 6 Jackson, Bill D. EOP/USTR	
9	3	Chris/Nora Performance Plan Meeting ; EXEMPTION 6 Nora Todd's Zoom Meeting EXEMPTION 6 FY23 Budget Prep; EXEMPTION 6 Todd, Nora C. EOP/USTR	
10	4		
11	5	Review memos Weekly Check-In; Todd, Nora C. EOP/USTR	
12 ^{AM}	6		

October 30, 2021

Saturday

October 2021

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November 2021

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		SATURDAY	Notes
		30	
Paris			
1 ^{PM}	7 ^{AM}	Steel/Aluminum EXEMPTION 6 Peisch, Greta M. EOP/USTR	
2	8		
3	9	232 update; EXEMPTION 6	
4	10		
5	11		
6	12 ^{PM}	232 press pep; EXEMPTION 6	
7	1	232 Rollout Call; Dial-in: EXEMPTION 6 Hodge, Adam R. EOP/USTF	
8	2	EXEMPTION 6	
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

October 31, 2021

Sunday

October 2021

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November 2021

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		SUNDAY	Notes
		31	
Paris			
12 ^{PM}	7 ^{AM}		
1	8		
2	9		
3	10		
4	11		
5	12 ^{PM}		
6	1		
7	2		
8	3		
9	4		
10	5	Review memos	
11	6		

November 1, 2021

Monday

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
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December 2021

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		MONDAY	Notes
Paris		1	
12 PM	7 AM		
1	8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
2	9	FO Check In; EXEMPTION 6 Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
3	10	Acting AUSTR Ratings; Conference Call; Moone, Jamesa C. EOP/USTR	
4	11	EXEMPTION 6 Performance Plan Conversation ; EXEMPTION 6 EXEMPTION 6 Performance Plan Discussion; EXEMPTION 6	
5	12 PM	Ag MC12 Check; EXEMPTION 6 EXEMPTION 6 /Nora Performance Plan Discussion ; EXEMPTION 6	
6	1	EXEMPTION 6 /Nora Performance Plan Discussion; EXEMPTION 6	
7	2	EXEMPTION 6 /Nora Performance Plan Conver; EXEMPTION 6	
8	3	Hannah + Nora Weekly Check In; EXEMPTION 6 EXEMPTION 6 /Nora Performance Plan Discussion; EXEMPTION 6	
9	4	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
10	5	Nora + Sarah China Update; Sarah's C Review memos Staff Policy Meeting; EXEMPTION 6	
11	6		

November 2, 2021

Tuesday

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
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December 2021

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		TUESDAY	Notes
		2	
Paris			
12 ^{PM}	7 ^{AM}		
1	8		
2	9	FO Check In; EXEMPTION 6	
3	10	Briefing: Georgetown event prep; AKT Office; Tai, Katherine C. EOP/USTR	
4	11		
5	12 ^{PM}	travel to wh; Todd, Nora C. EOP/USTR Indo-Pacific Strategy M EEOB somewhere Todd, Nora C. EOP/USTR Indo-Pac Econ Sync; EE	
6	1		
7	2		
8	3		
9	4	Meeting: China Check In; AKT Office; Tai, Katherine C. EOP/USTR	
10	5	Review memos TRIPS call	
11	6		

November 3, 2021

Wednesday

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
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December 2021

Su	Mo	Tu	We	Th	Fr	Sa
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		WEDNESDAY	Notes
Paris		3	
12 PM	7 AM		
1	8	Call: Minister Goyal (India); AKT Office; Tai, Katherine C. EOP/USTR	
2	9	FO Check In; EXEMPTION 6 Meeting: Nora Check In; AKT Office; Tai, Katherine C. EOP/USTR	
3	10	Meeting: Weekly w/ DUSTRs AKT office; Tai, Katherine C. EOP/USTR	
4	11		
5	12 PM	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
6	1	EXEMPT /Nora Performance Plan Discussion; EXEMPTION 6 EXEMPT /Nora Performance Plan Conversation; EXEMPTION 6 Samuel + Nora Check-In; 211; Todd, Nora C. EOP/USTR	
7	2	Meeting: Memo Review; AKT Office; China Follow Up; EXEMPTION 6 EXEMPT /Nora Performance Plan Conversation; EXEMPTION 6	
8	3	WTO and Multilateral Affairs AUSTR Interview; EXEMPTION 6 Nora's Office Winder 211; Lance, Ginna L. EOP/USTR	
9	4	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. Zeba + Nora Check-in; Winder 211; Todd, Nora C. EOP/USTR	
10	5	USTR/Senior Staff Winder 203 Tai, Katherine C. EOP/USTR Review memos	
11	6	EXEMPTION 6 Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6 Todd, Nora C. EOP/USTR	
		7:00pm - 7:45pm Call: Minister Hagiuda (Japan) EXEMPTION 6	

November 4, 2021

Thursday

November 2021

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December 2021

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		THURSDAY	Notes
Paris		4	
12 ^{PM}	7 ^{AM}		
1	8	Nora + Michael; EXEMPTION 6	
		HOLD: call ken	
2	9	Call: Minister Patel (Sol) FO Check In; https://[redacted]	
		Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
3	10	232 Workstreams meeting; EXEMPTION 6	
		Weekly Cabinet COS check-in; EXEMPTION 6	
4	11	WTO and Multilateral Affairs AUSTR Interview; EXEMPTION 6	
		EXEMPTION 6	
5	12 ^{PM}	Allison + Nora Check-In; 211; Todd, Nora C. EOP/USTR	
		USTR/PPO Quarterly Check-in ; EXEMPTION 6	
6	1	call lisa rigoli	
7	2	Todd reading W218 Winder Room 218 Calendar	
8	3	Catching Up!; EXEMPTION 6	
		[redacted]/Nora Performance Plan Discussion; EXEMPTION 6	
9	4	USMCA Working Group EXEMPTION 6 Todd, Nora C. EOP/USTR	Nora and David and Maria's Check [redacted]
10	5	EXEMPTION 6	Nora + Adam Talk MC12; Todd, Nora
			Review memos
11	6	EXEMPTION 6	

November 5, 2021

Friday

November 2021

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December 2021

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		FRIDAY	Notes
Paris		5	
12 PM	7 AM		
1	8	COS Office Hours Nora + Alison Meeting; https://pitc.zc Deborah/Nora; Nora's Office; Winder ;	
2	9	FO Check In; EXEMPTION 6 Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6	
3	10	MC12 Strategy Meeting EXEMPTION 6 Todd, Nora C. EOP/USTR	
4	11	TRIPS Check In EXEMPTION 6	
5	12 PM	EXEMPT /Nora Performance Plan Discussion; EXEMPTION 6	
6	1		
7	2	CONFIRMED SFC Bipartisan Committee Staff TIFA strategy conversation ; EXEMPT	
8	3	Indo Pacific Check-In EXEMPTION 6 Todd, Nora C. EOP/USTR Call: Sec. Raimondo (Commerce); Cor	
9	4	Nora + Sarah Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
10	5	call bill shpiece Review memos Weekly Check-In; To	
11	6		

November 6, 2021

Saturday

November 2021

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December 2021

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		SATURDAY	Notes
		6	
Paris			
12 ^{PM}	7 ^{AM}		
1	8		
2	9		
3	10		
4	11		
5	12 ^{PM}		
6	1		
7	2		
8	3		
9	4		
10	5	Review memos	
11	6		

November 7, 2021

Sunday

November 2021

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December 2021

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		SUNDAY	Notes
		7	
Paris			
12 ^{PM}	7 ^{AM}		
1	8		
2	9		
3	10		
4	11		
5	12 ^{PM}		
6	1		
7	2		
8	3		
9	4		
10	5	Review memos	
11	6		

November 8, 2021

Monday

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
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December 2021

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		MONDAY	Notes
		8	
Paris			
1 PM	7 AM	Meeting: APEC Ministerial Winder 203 Tai, Katherine C. EOP/USTR	
2	8		Sara Schuman ; She is calling me.
		Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
3	9	FO Check In; EXEMPTION 6	
		Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
4	10		
		Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
5	11	Hannah + Nora Weekly Check In; EXEMPTION 6	
		Matt + Nora Check In; 211; Todd, Nora C. EOP/USTR	
6	12 PM	Meeting: IndoPac OpEd Check In AKT Office; Tai, Katherine C. EOP/USTR	
7	1	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
		Nora/Leandra Catching up; EXEMPTION 6	
8	2	Call with Salman Ahmed (Director	Maíra + Nora Check In; 211; Todd, No
9	3	M&A/OA/USTR Meeting; WHSR Exec; Filipic, Anne E. EOP/WHO	
		Adam + Nora Check In; 211; Todd, Nora C. EOP/USTR	
10	4		
		Nora + Sirat Check In; 211; Todd, Nora C. EOP/USTR	
11	5	Nora Todd and Daleep Singh Biwe	Review memos
		Staff Policy Meeting; EXEMPTION 6	
12 AM	6	EXEMPTION 6	

November 9, 2021

Tuesday

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
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December 2021

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		TUESDAY	Notes
Paris		9	
1 PM	7 AM		
2	8		
3	9	FO Check In; EXEMPTION 6	
4	10	Meeting: MC12 EXEMPTION 6 Tai, Katherine C. EOP/USTR	
5	11	AFL + USTR Digital Trac EXEMPTION 6 Todd, Nora C. EOP/USTR	
		AFL + USTR Digital Trac EXEMPTION 6 Todd, Nora C. EOP/USTR	
		IndoPac Call; AKT Office	
6	12 PM	Meeting: Weekly w/ DUSTRs AKT office; Tai, Katherine C. EOP/USTR	
7	1		
8	2	USTR --> WH	
		NSC/USTR Sync on China Trade WHSR Exec Rosenberger, Laura M. EOP/NSC	
9	3	WH --> USTR	
10	4	Nora/Ginna Check In; Nora Calls Ginna; Lance, Ginna L. EOP/USTR	
		2022 President's Trade Agenda Planning; Nora's Office; Lance, Ginna L. EOP/US	
11	5	Congressional Check In	
		Review memos	
12 AM	6		

November 10, 2021

Wednesday

November 2021

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December 2021

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		WEDNESDAY	Notes
Paris		10	
1 PM	7 AM		
2	8	EXEMPTION 6	
3	9	FO Check In; EXEMPTION 6 Allison/Nora/Ginna; Nora's Office; Lance, Ginna L. EOP/USTR	
4	10	AUSTR Congressional Interview: EXEMPTION 6 FPMC sub-IPC on data and analytics of EEOB 210/212; EXEMPTION 6 Nora + Tommy Check In; 211; Todd, M Rosenberg, Brett A. EOP/NSC	
5	11	AUSTR Congressional Interview: EXEMPTION 6 Brendan + Nora Check-In; Winder 211 China Check In; EXEMPTION 6	
6	12 PM	EXEMPTION 6 /Nora Performance Plan Discussion; EXEMPTION 6 Samuel/Nora/Ginna; Nora's Office; Lance, Ginna L. EOP/USTR	
7	1	Meeting: DEIA; Winder 203; Tai, Katherine C. EOP/USTR	
8	2	Meeting: Western Hem Strategy; AKT Office; Tai, Katherine C. EOP/USTR	
9	3		
10	4	Meeting: China Strategy; Winder 203; Tai, Katherine C. EOP/USTR Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C.	
11	5	Review memos USTR/Senior Staff Winder 203; Tai, Katherine C. EOP/USTR	
12 AM	6	232 Next Steps; EXEMPTION 6 Meeting: Memo Review; AKT Office Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6	

November 11, 2021

Thursday

November 2021

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December 2021

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		THURSDAY	Notes
		11	
		Office Closed: Veterans Day - Lance, Ginna L. EOP/USTR	
Paris			
1 PM	7 AM		
2	8	EXEMPTION 6	
3	9	Event: EU Member States Ministers responsible for Trade and the European Commission Winder 203 Tai, Katherine C. EOP/USTR	
4	10		
5	11	EXEMPTION 6 Nora and David and Maria's Check-in; EXEMPTION 6	
6	12 PM	Nora + Erland; EXEMPTION 6	
7	1	[EXTERNAL] Touch Base Jason Easton and Nora Todd ; Jason to call Nora: [REDACTED]	
8	2		
9	3	EXEMPTION 6	
10	4		
11	5	Review memos	
12 AM	6		

November 12, 2021

Friday

November 2021

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December 2021

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		FRIDAY	Notes
		12	
		AKT Travel (Boston/Mass (Neal)) - FN-USTR-SCHEDULING	
Paris			
1 PM	7 AM		
2	8	COS Office Hours <div style="border: 1px solid black; padding: 2px;">Call Lisa</div> <div style="border: 1px solid black; padding: 2px;">Call: Dr. Ngozi; EXEMPTION 6</div>	
3	9	FO Check In; EXEMPTION 6 <div style="border: 1px solid black; padding: 2px;">Week Ahead AUSTRs Meeting Participant Dial-In; EXEMPTION 6</div>	
4	10	<div style="border: 1px solid black; padding: 2px;">MC12 Check In EXEMPTION 6 Todd, Nora C. EOP/USTR</div>	
5	11	<div style="border: 1px solid black; padding: 2px;">Nora + Michael Check In; EXEMPTION 6</div> <div style="border: 1px solid black; padding: 2px;">Nora + Elijah Check In; EXEMPTION 6</div>	
6	12 PM	<div style="border: 1px solid black; padding: 2px;">Assistant USTR Congressional Interview; EXEMPTION 6</div>	
7	1		
8	2	<div style="border: 1px solid black; padding: 2px;">Nora + Jesse Check In; EXEMPTION 6</div>	
9	3	<div style="border: 1px solid black; padding: 2px;">Indo Pacific Check-In EXEMPTION 6 Todd, Nora C. EOP/USTR</div>	
10	4	<div style="border: 1px solid black; padding: 2px;">Nora + Hannah; EXEMPTION 6</div>	
11	5	<div style="border: 1px solid black; padding: 2px;">catch up; EXEMPTION 6</div> <div style="border: 1px solid black; padding: 2px;">Review memos</div> <div style="border: 1px solid black; padding: 2px;">Weekly Check-In; To</div>	
12 AM	6		

November 13, 2021

Saturday

November 2021

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December 2021

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		SATURDAY	Notes
Paris		13	
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

November 14, 2021

Sunday

November 2021

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December 2021

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		SUNDAY	Notes
		14	
Paris			
1 ^{PM}	7 ^{AM}		
2	8		
3	9		
4	10		
5	11		
6	12 ^{PM}		
7	1		
8	2		
9	3		
10	4		
11	5	Review memos	
12 ^{AM}	6		

November 15, 2021

Monday

November 2021

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December 2021

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MONDAY		Notes
	15	
	AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →	
7 ^{AM}		
8		
9	Beijing Touch Base; Winder 218 (Connect I FO Check In; EXEMPTION 6	
10	Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
11	TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	EXEMPTION 6 Quick reading; W218; Winder Room 218 C	
1	call kent (1:15pm) Laura/Nora sync on POTUS-Xi I	
2	Jayme + Nora Check-in; Nora's Office (211); Todd, Nora C. EOP/USTR W&M conversation re TIFA strategy; EXEMPTION 6 ; Hendi	
3	Nora + Chris; 211?; Todd, Nora C. EOP/USTR	
4	Nora + Sophia; 211; Todd, Nora C. EOP/USTR Nora + Greta Check-in; Greta's Office; Todd, Nora C. EOP/USTR	
5	Call josh Review memos Staff Policy Meeting; EXEMPTION 6	
6		

November 16, 2021

Tuesday

November 2021

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December 2021

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TUESDAY		Notes
16		
← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →		
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6	
10	GSP Check In; EXEMPTION 6	
11	Nora/Ginna 2023 Planning EXEMPTION 6 Lance, Ginna L. EOP/USTR	
12 ^{PM}	Dawn + Nora; 211; Todd, Nora C. EOP/USTR	
1	USTR --> Treasury (Bring Driver's Licens	Didem Nisanci // Nora Todd Lunch Treasury Dining Room - 1500 Pennsylvania EXEMPTION 6 @treasury.gov
2	Treasury --> USTR	
3	MC12 Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
4	Nora + Sam Check In; 211; Todd, Nora C. EOP/USTR	
5	Nora + Kamau Check In; 211; Todd, Nora C. EOP/USTR	
6	Bilat Readout of POTUS-Xi Virtual Meeti	China Debrief; Todd, Nora C. EOP/USTR
7	Congressional Check In	Review memos
8		
9		
10		
11		
12		

November 17, 2021

Wednesday

November 2021

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December 2021

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WEDNESDAY		Notes
	17	
	← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6 Nora + Tsering Check In; 211; Todd, Nora	Call Charita
10	Nora + Katie Check In; 211; Todd, Nora C. EOP/USTR Todd Reading Todd, Nora C. EOP/USTR	
11		
12 ^{PM}	EXEMPTION 6	
1	Nora + Kelly Ann EXEMPTION 6 EXEMPTION 6 --> USTR	USTR --> EXEMPTION 6
2	Digital Deep Dive 211; Todd, Nora C. EOP/USTR	
3	CONFIRMED: Schakowsky/DeLauro/Blumenauer/Doggett staff re TRIPS; EXEMPTION 6 UK Check In 203; Todd, Nora C. EOP/USTR	
4	MC12 Check In; EXEMPTION 6	White House Leadership Meeting EXEMPTION 6
5	call david recordon ; EXEMPTION 6	Nora/David Quick Sync; D
	Staff Policy Meeting; EXEMPTION 6	Review memos
6	Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6 ; Todd, Nora C. EOP/USTR	
	7:00pm - 7:30pm Secure Call(Winder 218//Embassy)	

November 18, 2021

Thursday

November 2021

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December 2021

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THURSDAY		Notes
	18	
	← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →	
7 ^{AM}		
8		
9	<p>FO Check In; EXEMPTION 6</p> <p>call jonathan fritz</p>	
10	<p>Nora + Deborah; EXEMPTION 6 [EXTERNAL] Digital Trade Letter; EXEMPTION 6</p> <p>MC12 Ag check-in; EXEMPTION 6 Weekly Cabinet COS check-in; EXEMPTION 6</p>	
11	Nora + Erland; EXEMPTION 6	
12 ^{PM}	Nora and David and Maria's Check-in; EXEMPTION 6	
1	Call with Salman Ahmed (Director for Policy and Planning, U.S. Department of State)	
2	TIFA follow up; EXEMPTION 6	
3	[EXTERNAL] Call: Nora Todd (USTR) and Myron Brilliant (USCC); Zoom; Brilliant, Myron	
4		
5	Review memos	
6		

November 19, 2021

Friday

November 2021

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December 2021

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FRIDAY		Notes
	19	
← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →		
7 ^{AM}		
8	COS Office Hours EXEMPTION 6	
9	FO Check In; EXEMPTION 6	
10	Week Ahead AUSTRs Mee Participant Dial-In: EXEMPTION 6 Write mc12 summary paragraph.	Jen + Nora Sync; Nora to c
11	TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
12 ^{PM}	MC12 Check-In EXEMPTION 6 Todd, Nora C. EOP/USTR	
1	Nora + Connie TIFA Check In; EXEMPTION 6	
	SEAP staffing; EXEMPTION 6	
2	Josh + Nora Check In; EXEMPTION 6	
3	Indo Pacific Check-In EXEMPTION 6 Todd, Nora C. EOP/USTR	
4		
5	Greta + Nora Check In; htt Review memos Weekly Check-In; Todd,	
6		

November 20, 2021

Saturday

November 2021

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December 2021

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SATURDAY		Notes
	20	
<div style="border: 1px solid orange; padding: 2px;"> ← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 → </div>		
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	<div style="border: 1px solid orange; padding: 2px;"> Review memos ■ </div>	
6		

November 21, 2021

Sunday

November 2021

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December 2021

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SUNDAY		Notes
	21	
	← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		

November 22, 2021

Monday

November 2021

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December 2021

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MONDAY		Notes
	22	
← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →		
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		
12:55am - 4:10am Flight: EK516(DXB (Dubai) --> DEL (Delhi))		

November 23, 2021

Tuesday

November 2021

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December 2021

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TUESDAY		Notes
23		
← From Nov 15 AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING To Nov 24 →		
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1	Rapid Response Mechanism Regular Check-in EXEMPTION 6 White, Jayme R. EOP/USTR	
2		
3		
4		
5	Congressional Check In Review memos	
6		

November 24, 2021

Wednesday

November 2021

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December 2021

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WEDNESDAY		Notes
	24	
	← From Nov 15	AKT Travel (Japan; Korea; India) - FN-USTR-SCHEDULING
7 ^{AM}		
8		
9		
	to do	
10	MC12 Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
11		
12 ^{PM}	Meeting with Nora Todd - USTR; Zoom Link; Pace, Loyce (HHS/OS/OGA)	
1	Fish-specific briefing (MC12); EXEMPTION 6	
	Sync: IndoPac Econ Framework Outreach Strategy; EXEMPTION 6	
2		
	call chris wilson	
3		
4		
5	Review memos	
6		
	Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6 Todd, Nora C. EOP/USTR	

November 25, 2021

Thursday

November 2021

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December 2021

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THURSDAY		Notes
25		
Office Closed: Thanksgiving - Lance, Ginna L. EOP/USTR		
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		

November 26, 2021



Friday

November 2021

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December 2021

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FRIDAY		Notes
	26	
7 ^{AM}		
8	COS Office Hours	
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos  Weekly Check-In; Todd, Nora C. EOP/U 	
6		

November 27, 2021

Saturday

November 2021

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December 2021

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SATURDAY		Notes
	27	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		

November 28, 2021

Sunday

November 2021

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December 2021

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SUNDAY		Notes
	28	
7 ^{AM}		
8		
9		
10		
11		
12 ^{PM}		
1		
2		
3		
4		
5	Review memos	
6		

November 29, 2021

Monday

November 2021

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December 2021

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MONDAY		Notes
	29	
	Perry Spiegel's First Day - Lance, Ginna L. EOP/USTR	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6	
10	Call: Weekly USTR/AUSTR/FO EXEMPTION 6	
	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
11	Call: Trilateral Prep EXEMPTION 6	
12 ^{PM}	David, María, Nora Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
1	Trip Call: Singapore/Indonesia EXEMPTION 6 Edwards, Hannah E. EOP/USTR	Call: Nora + Jen; Nora to call EXEMPTION 6
2	Sarah + Nora Check In; EXEMPTION 6	
	TRIPS Small Group; EXEMPTION 6	
3	Nora + Shantanu Check In; EXEMPTION 6	
4	Nora + Greta Check In; EXEMPTION 6	Nora + Greta Weekly Check-in; Greta's
5	Ethan + Nora Check In; EXEMPTION 6	Review memos
	Staff Policy Meeting; EXEMPTION 6	
6		

November 30, 2021

Tuesday

November 2021

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December 2021

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TUESDAY		Notes
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7 ^{AM}	Call: Japan-EU-US Trilateral EXEMPTION 6 Tai, Katherine C. EOP/USTR	
8		
9	FO Check In; EXEMPTION 6 Meeting: Weekly Lookahead; AKT Office ; Tai, Katherine C. EOP/USTR	
10	Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR Daily COS Check-in; EXEMPTION 6	
11	Call: TRIPS Check In EXEMPTION 6	
12 ^{PM}	Dawn/Nora/ASB on Digital; ASB's office; Shackleford, Dawn M. EOP/USTR Call with Mike Harney China Check-In; EXEMPTION 6	
1	FW: Biweekly Call: Salman Ahmed + Nora Todd, USTR; EXEMPTION 6; Ahmed, Salman Bill, Greta, and Nora Check In; EXEMPTION 6	
2	Meeting: Weekly w/ DUSTRs AKT Office; Tai, Katherine C. EOP/USTR	
3	Call: MC12 EXEMPTION 6	
4	Hannah/Nora Check In; Nora office; Edwards, Hannah E. EOP/USTR Call: Minister Ng (Canada) EXEMPTION 6	
5	Congressional Check In Review memos	
6		

December 1, 2021

Wednesday

December 2021

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January 2022

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WEDNESDAY		Notes
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7 ^{AM}		
8		
9	<p>FO Check In; EXEMPTION 6</p> <p>Hannah/Nora; Nora's office; Edwards, Hannah E. EOP/USTR</p>	
10	<p>EXEMPTION 6</p> <p>Nora Greta Bill Ginna Check In #2; EXEMPTION 6</p>	
11	<p>Fish Small Group; EXEMPTION 6</p> <p>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</p>	
12 ^{PM}	<p>Indo-Pacific Check In</p> <p>EXEMPTION 6</p> <p>Dhonthog, Tsering L. EOP/USTR</p>	
1	<p>Briefing: Nominations; AKT Office (AS to dial in KH); Tai, Katherine C. EOP/USTR</p>	
2	<p>Nora + Greta FOIA Check In; Greta's office; Todd, Nora C. EOP/USTR</p>	
3	<p>Roundtable with AAFA on Central America</p> <p>EXEMPTION 6</p> <p>Jackson, Bill D. EOP/USTR</p>	
4	<p>Nora + Hannah Nightly Check In; Phone or Nora's Office; Todd, Nora C. EOP/USTR</p>	
5	<p>Review memos</p> <p>Staff Policy Meeting; EXEMPTION 6</p>	
6	<p>Jonathan + Nora ; Nora Calls Jonathan 2; EXEMPTION 6; Todd, Nora C. EOP/USTR</p>	

December 2, 2021

Thursday

December 2021

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January 2022

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THURSDAY		Notes
	2	
7 ^{AM}		
8	Nora + Michael Check In; EXEMPTION 6	
9	FO Check In; EXEMPTION 6 Call sarah Beran; EXEMPTION 6 EXEMPTION 6	
10	Meeting: Weekly Scheduling; AKT Office; Tai, Katherine C. EOP/USTR Appropriations Update for PMC Members and Agency Chiefs ; EXEMPTION 6	
11	Meeting: USTR/Senior Staff Winder 203; Tai, Katherine C. EOP/USTR	
12 ^{PM}	USTR/DOC Sync; > EXEMPTION 6 c	
1	China Check In; EXEMPTION 6 Appropriations Update; EXEMPTION 6 Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR	
2	Todd reading Meeting: China Check In EXEMPTION 6	
3	Call: Jake Sullivan (NSA); Winder 218; Tai, Katherine C. EOP/USTR	
4	Call: Dave Calhoun (Boeing); AKT Office (, Call: Jen + Nora re: Indo Pac Econ Frame	
5	Nora + Matt Check-In 211; Todd, Nora C. EOP/USTR Review memos	
6	Nora + Hannah Nightly Check In; Pho EXEMPTION 6	

December 3, 2021

Friday

December 2021

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January 2022

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FRIDAY		Notes
	3	
7 ^{AM}		
8	COS Office Hours Team Logistics Check-In; Nora's office	
9	FO Check In; EXEMPTION 6 Todd reading W218; Winder Room 218 Calendar	
10	Unclassified: Nora & Edga Jesse + Nora; 211 Daily COS check-in; https://	
11	TRIPS Check In EXEMPTION 6	
12 ^{PM}	Briefing: IndoPac EXEMPTION 6 Indo Pacific Check-In EXEMPTION 6	
1	Todd, Nora C. EOP/USTR	
2	Nora/Ginna; EXEMPTION 6 Call: Dr. Ngozi (WTO) EXEMPTION 6 Small Group Call: Indo-Pacific Economic	
3		
4	Team Engagement Check In 203 or Nora's Office if 203 unavailable; Todd, Nora C. EOP/USTR Follow up IndoPac Check I	
5	Review memos Weekly Check-In; Todd	
6		
	6:00am - 7:00am Quarterly Test of GETS Card(Office / Home)	

December 4, 2021

Saturday

December 2021

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January 2022

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SATURDAY		Notes
	4	
7 ^{AM}		
8		
9	EXEMPTION 6	
10		
11		
12 ^{PM}		
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5	Review memos	
6		

December 5, 2021

Sunday

December 2021

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January 2022

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SUNDAY		Notes
	5	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
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December 6, 2021

Monday

December 2021

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January 2022

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MONDAY		Notes
	6 Matthew's First Day - Lance, Ginna L. EOP/USTR	
7 ^{AM}		
8	FO Check In w/ ASB and AJW; h EXEMPTION 6	
9	Call: Minister Goyal (India) EXEMPTION 6 Week Ahead AUSTRs Meeting EXEMPTION 6	
10	Meeting: Weekly Lookahead; AKT Office Check In; EXEMPTION 6	
11	Call: Sec. Maina (Kenya); EXEMPTION 6 HOLD: call with kenya going over	
12 ^{PM}	EXEMPTION 6	
1	Dawn/Nora; Nora's office; Shackleford, Dawn M. EOP/USTR	
2	Meeting: Weekly w/ DUSTRs AKT office; Tai, Katherine C. EOP/USTR	
3	US Trade Policy Review Nora's Office (211); Todd, Nora C. EOP/USTR	
4	China Follow up; h Call: Sec. Yellen Nora + Greta Check Nora + Greta W Hannah + Nora Weekly Check In; EXEMPTION 6	
5	Nora + Josh Check In; EXEMPTION 6 Review memos	
6		

December 7, 2021

Tuesday

December 2021

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January 2022

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TUESDAY		Notes
	7	
7 ^{AM}		
8	FO Check In; EXEMPTION 6	
9	Meeting: Sec. Trevelyan (UK) Winder 203; Tai, Katherine C. EOP/USTR	
10	Fish Small Group Meeting EXEMPTION 6	
11	Call: Minister Patel (SA) EXEMPTION 6	Pre-meet Commerce call IPEF division Kenya Follow Up; EXEMPTION 6
12 ^{PM}	Nora Todd Pop-In; W200; Bianchi, Sarah A. EOP/USTR	
1	Call: Dombrovskis (EU) EXEMPTION 6	
2	Call: Leland Miller; EXEMPTION 6	Trip Call: Singapore/Indonesia EXEMPTION 6
3	Nora/Ginna; Nora's Office; Lance, Ginna L. EOP/USTR	
4	Michael and Nora check in; 211; Todd, Nora C. EOP/USTR	
5	USTR/Senior Staff Winder 203; Tai, Katherine C	Congressional Check In Review memos
6	Meeting: Policy Check In; AKT Office; T	Nora + Hannah Nightly Check In; Pho
	USTR-Commerce Call Division of Labor f	

December 8, 2021

Wednesday

December 2021

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January 2022

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WEDNESDAY		Notes
	8	
7 ^{AM}		
8	Call: Goyal/Patel EXEMPTION 6	
9	FO Check In; EXEMPTION 6	
10	Nora, Ginna, Hannah, Fred Check In 211; Todd, Nora C. EOP/USTR	
11	Nora + Mike Meeting; EXEMPTION 6	
12 ^{PM}	Lunch: Amb. Tomita (Japan) Ambassador's residence (4000 Nebraska Ave, NW Washington DC 20016) Tai, Katherine C. EOP/USTR	
1		
2	Nora + David Check In; EXEMPTION 6	
3	Call with Salman Ahmed Meeting: Memo Review China Check In; EXEMPTION 6 OA/USTR Touch Base; EXEMPTION 6	
4	Nora + Maria Check In; EXEMPTION 6 Nora + Hannah Nightly Check In; Phone or Nora's Office; Todd, Nora C. EOP/USTR	
5	Review memos Staff Policy Meeting; ht EXEMPTION 6	
6	Meeting: Weekly Scheduling Feedback + Invites; EXEMPTION 6 Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6; Todd, Nora C. EOP/USTR	

December 9, 2021

Thursday

December 2021

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January 2022

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THURSDAY		Notes
	9	
7 ^{AM}		
8	EXEMPTION 6	
9	FO Check In; EXEMPTION 6 Maira & Nora: Website Review; Nora's Office; Todd, Nora C. EOP/USTR	
10	All Staff Meeting EXEMPTION 6 Tai, Katherine C. EOP/USTR	Weekly Cabinet COS check-in; EXEMPTION 6
11	Todd reading W218 Winder Room 218 Calendar	ASB China Pre-Check Meeting; EXEMPTION 6
12 ^{PM}	Nora and David and Maria's Check-in; EXEMPTION 6 Nora + Erland; EXEMPTION 6	
1	Rapid Response Mechanism Regular Check-in EXEMPTION 6 White, Jayme R. EOP/USTR	
2	Global COVID Briefing; EXEMPTION 6	
3	Call: China Check In; EXEMPTION 6	
4	EXEMPTION 6	
5	Review memos Nora + Matt Check-In; 211; Todd, Nora C. EOP/USTR	
6	EXEMPTION 6	

December 10, 2021

Friday

December 2021

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January 2022

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FRIDAY		Notes
	10	
7 ^{AM}		
8	<p>COS Office Hours</p> <p>EXEMPTION 6</p> <p>Nora + Shelly Meeting; EXEMPTION 6</p>	
9	<p>FO Check In; EXEMPTION 6</p> <p>Weekly USTR/FO Meeting</p> <p>EXEMPTION 6</p>	
10	<p>IPS Call with Commerce Leg Affairs ; see dial in below; Dhongthog, Tsering L. EOP/USTR</p>	
11		
12 ^{PM}	<p>Nora Virtual Pop-In; EXEMPTION 6</p>	
1		
2	<p>OLA + Nora Brainstorming Session; EXEMPTION 6</p> <p>Check in on Japan 232 and Beef; EXEMPTION 6 Nora + Hannah Check In; Phone or No</p>	
3	<p>Team Logistics Check-In; EXEMPTION 6</p>	
4	<p>Team Engagement Check In</p> <p>EXEMPTION 6</p>	
5	<p>Nora + Charita; EXEMPTION 6 Review memos Weekly Check-In; Todd</p> <p>Weekly Cabinet Call: State of the Union; EXEMPTION 6</p>	
6		

December 11, 2021

Saturday

December 2021

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January 2022

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SATURDAY		Notes
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12 ^{PM}		
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5	Review memos	
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December 12, 2021

Sunday

December 2021

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January 2022

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SUNDAY		Notes
	12	
7 ^{AM}		
8		
9		
10	Call: TRIPS debrief; EXEMPTION 6	
11		
12 ^{PM}		
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5	Review memos	
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December 13, 2021

Monday

December 2021

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January 2022

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MONDAY		Notes
	13	
7 ^{AM}		
8	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
9	FO Check In; EXEMPTION 6	
	Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
10	TRIPS Small Group Check In; EXEMPTION 6	
11	FOIA Check In EXEMPTION 6	
12 ^{PM}	Meeting: Sullivan/Deese prep; AKT Office; Tai, Katherine C. EOP/USTR	
1	Call: Nora + Jen Jen to call EXEMPTION 6 Harris, Jennifer M. EOP/WHO	
2	EXEMPTION 6	
	Nora+Matthew H. Check-In ; Nora's Office	
3	Call: DepSec Sherman (State); Winder 218	Nora Todd and Daleep Singh Biweekly
4	Nora + Greta Weekly Check-in; Greta's Office; Todd, Nora C. EOP/USTR	
	Hannah + Nora Weekly Check In; EXEMPTION 6	
5	Review memos	Todd reading; W218; Winder Room 218 C.
	Staff Policy Meeting; EXEMPTION 6	
6		

December 14, 2021

Tuesday

December 2021

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January 2022

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TUESDAY		Notes
	14	
7 ^{AM}		
8		
9	<p>FO Check In; EXEMPTION 6</p> <p>Meeting: Policy Check In; AKT Office; Tai, Katherine C. EOP/USTR</p>	
10	<p>National Security Agencies COS Bi-Weekly Check-In; WHSR JFK or SVTC; Abraham,</p> <p>Call: DEIA Check In; EXEMPTION 6</p>	
11	<p>Call: Tom Conway (USW); EXEMPTION 6</p> <p>Meeting: Weekly w/ DUSTRs AKT office; Tai, Katherine C. EOP/USTR</p>	
12 ^{PM}		
1	EXEMPTION 6	
2	<p>[EXTERNAL] Judy and Nora; EXEMPTION 6</p> <p>Meeting: PC Prep; AKT Office; Tai, Katherine C. EOP/USTR</p>	
3	EXEMPTION 6	
4		
5	<p>Nora + Brad check in; EXEMPTION 6</p> <p>Congressional Check In Review memos</p>	
6	<p>Nora + Hannah Nightly Check In; Phone or Nora's Office; Todd, Nora C. EOP/USTR</p>	

December 15, 2021

Wednesday

December 2021

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January 2022

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WEDNESDAY		Notes
	15	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6 Nora & Ethan Check in.; Todd, Nora C. EOP/USTR	
10	TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR	
11	Team Public Engagement Check-In; EXEMPTION 6 ASB China Check In; EXEMPTION 6.	
12 ^{PM}	Nora Todd + Kurt Campbell Biweekly Me Walk to EEOB Walk to USTR	
1	Nora + Matthew H. Meeting ; Nora's Office Meeting: WTO and Future Plans AKT Office; Tai, Katherine C. EOP/USTR	
2		
3	Meeting: Weekly Scheduling Feedback + Invites; AKT Office (Hannah to call Ginna);	
4		
5	Call: Sharan Burrow (ITUC; Secure Call: USTR/NSC Nora + Hannah Nightly Review memos Staff Policy Meeting; EXEMPTION 6	
6	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6 ; Todd, Nora C. EOP/USTR	

December 16, 2021

Thursday

December 2021

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January 2022

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THURSDAY		Notes
	16	
7 ^{AM}		
8		
9	<p>Call: Sec. Walsh; EXEMPTION 6</p> <p>FO Check In; EXEMPTION 6</p> <p>Nora + Bill Check In; Nora Calling Bill EXEMPTION 6; Todd, Nora C. EOP/USTR</p>	
10	<p>Meeting: Indo-Pacific Update EXEMPTION 6</p> <p>Weekly Cabinet COS check-in: Policy cou EXEMPTION 6</p>	
11	<p>Meeting: Policy Check In EXEMPTION 6</p> <p>Nora and David and Maria's Check-in; EXEMPTION 6</p>	
12 ^{PM}	Nora + Erland; EXEMPTION 6	
1		
2	<p>Nora + Allison Check In; EXEMPTION 6</p> <p>Nora+ ASB Meeting ; Nora will call ASB's</p>	
3	<p>USTR/Senior Staff</p> <p>Winder 203/ Staff WFH Dial-In: EXEMPTION 6</p> <p>Tai, Katherine C. EOP/USTR</p>	
4	<p>Ken/Nora/Ginna; EXEMPTION 6</p> <p>Nora + Jayme Check-In; EXEMPTION 6 Supply Chain Discussion #4; EXEMPTION 6</p>	
5	<p>Nora + Matt Check-In EXEMPTION 6</p> <p>Review memos</p> <p>(5:10pm) NSC/USTR Sync EEOB 445 Rosenberger, Laura M. EOP/</p>	
6	<p>Nora + Hannah Nightly Check In; Pho</p> <p>NSC/USTR Readout; EXEMPTION 6</p>	

December 17, 2021

Friday

December 2021

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January 2022

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FRIDAY		Notes
	17	
7 ^{AM}		
8	<div style="border: 1px solid orange; padding: 2px;"> COS Office Hours </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;"> Nora + Bill Check In; EXEMPTION 6 </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;"> Team Logistics Check-In; EXEMPTION 6 </div>	
9	<div style="border: 1px solid orange; padding: 2px;"> FO Check In; EXEMPTION 6 </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;"> Week Ahead AUSTRs Meeting Participant Dial-In: EXEMPTION 6 </div>	
10	<div style="border: 1px solid orange; padding: 2px;"> Meeting: CPTPP; EXEMPTION 6 </div>	
11	<div style="border: 1px solid orange; padding: 2px;"> TRIPS Check In EXEMPTION 6 Todd, Nora C. EOP/USTR </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;"> China Debrief for Tai/Deese/Sullivan Call </div>	
12 ^{PM}	<div style="border: 1px solid orange; padding: 2px;"> Call: USMCA Enforcement EXEMPTION 6 </div>	
1	<div style="border: 1px solid orange; padding: 2px;"> Brainstorming on Corporate Accountability in Indo-Pac; EXEMPTION 6 </div>	
2	<div style="border: 1px solid orange; padding: 2px;"> EXEMPTION 6 </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;"> ASB Indo-Pacific Check-in; EXEMPTION 6 </div>	
3	<div style="border: 1px solid orange; padding: 2px;"> EXEMPTION 6 </div>	
4	<div style="border: 1px solid orange; padding: 2px;"> Nora Hannah Ginna Check In; EXEMPTION 6 </div>	
5	<div style="border: 1px solid orange; padding: 2px;"> Review memos </div> <div style="border: 1px solid orange; padding: 2px; margin-top: 2px;"> Weekly Check-In; Todd, Nora C. EOP/U </div>	
6		

December 18, 2021

Saturday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
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26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SATURDAY		Notes
	18	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
6		

December 19, 2021

Sunday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY		Notes
	19	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
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December 20, 2021

Monday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY		Notes
	20	
	Victor's First Day - Lance, Ginna L. EOP/USTR	
7 ^{AM}		
8		
9	FO Check In; EXEMPTION 6	
	Weekly USTR/AUSTR/FO Meeting EXEMPTION 6	
10	Team Public Engagement Check-In; Todd, Nora C. EOP/USTR	
11	Jamesa/Nora/Ginna; EXEMPTION 6	
	China Econ IPC next steps; EXEMPTION 6	
12 ^{PM}	Debrief: Selma & Montgomery, AL; EXEMPTION 6	
	call jen harris	
1	Nora Todd/Sasha Baker NSS Call; Unclass call; Sasha to call Nora's cell at EXEMPTION 6	
2	Meeting: Memo Review; EXEMPTION 6	
3	Nora + Greta Weekly Check-in; EXEMPTION 6	
4	Call: USTR + NSC Indo Pac Policy Run-Through; EXEMPTION 6	
	Hannah + Nora Weekly Check In; EXEMPTION 6	
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December 21, 2021

Tuesday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TUESDAY		Notes
	21	
7 ^{AM}		
8		
9	<p>FO Check In; EXEMPTION 6</p> <p>Nora + Jamila Check-In; EXEMPTION 6</p>	
10	<p>Meeting: Weekly Scheduling Feedback + Invites; EXEMPTION 6</p>	
11		
12 ^{PM}		
1	<p>S&I Hiring Follow Up; EXEMPTION 6</p>	
2	<p>Call: Supply Chains EXEMPTION 6</p>	
3	<p>Meeting: Weekly w/ DUSTRs EXEMPTION 6</p>	
4		
5	<p>Congressional Check In; Review memos; Call: Hayashi Brief; EXEMPTION 6</p>	
6	<p>Call: Minister Hayashi (Japan); EXEMPTION 6</p>	

December 22, 2021

Wednesday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEDNESDAY		Notes
	22	
7 ^{AM}		
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December 23, 2021

Thursday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

THURSDAY		Notes
	23	
7 ^{AM}		
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December 24, 2021

Friday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FRIDAY		Notes
	24	
7 ^{AM}		
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12 ^{PM}		
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December 25, 2021

Saturday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SATURDAY		Notes
	25	
7 ^{AM}		
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12 ^{PM}		
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December 26, 2021

Sunday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SUNDAY		Notes
	26	
7 ^{AM}		
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12 ^{PM}		
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4		
5	Review memos	
6		

December 27, 2021

Monday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY		Notes
	27	
7 ^{AM}		
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10	EXEMPTION 6	
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12 ^{PM}		
1	EXEMPTION 6	
2		
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4		
5	Review memos	
6		

December 28, 2021

Tuesday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TUESDAY		Notes
	28	
7 ^{AM}		
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12 ^{PM}		
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4		
5	Review memos	
6		

December 29, 2021

Wednesday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WEDNESDAY		Notes
	29	
7 ^{AM}		
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12 ^{PM}		
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5	Review memos	
6	Jonathan + Nora ; Nora Calls Jonathan EXEMPTION 6	

December 30, 2021

Thursday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

THURSDAY		Notes
	30	
7 ^{AM}		
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12 ^{PM}		
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4		
5	Review memos	
6		

December 31, 2021

Friday

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

January 2022

Su	Mo	Tu	We	Th	Fr	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FRIDAY		Notes
	31	
	Office Closed (Federal Holiday) -	
7 ^{AM}		
8	COS Office Hours	
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12 ^{PM}		
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4		
5	Review memos Weekly Check-In	
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