

# January 1, 2023

Sunday

January 2023

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February 2023

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SUNDAY		Notes
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# January 2, 2023

Monday

January 2023

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February 2023

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MONDAY		Notes
	2	
Office Closed: New Year's Day (Observed) - Stoneman, Jessica R. EOP/USTR		
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# January 3, 2023

Tuesday

January 2023

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February 2023

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TUESDAY		Notes
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7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: DUSTRs Winder 203   Exemption 6 [REDACTED] Tai, Katherine C. EOP/USTR	
11	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	Heather + Sarah E; Hurlburt, Heather F. EOP/USTR	
2	Heather-Josh; HH office; Kagan, Josh M. EOP/USTR	
3	Meeting: Senior Advisors AKT Office Tai, Katherine C. EOP/USTR	
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# January 4, 2023

Wednesday

January 2023

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February 2023

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WEDNESDAY		Notes
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7 <sup>AM</sup>		
8	Call Nora	
9	FO Check In; Exemption 6	
10		
11	<b>USTR/Senior Staff</b> Winder 203/ Dial in Exemption 6 Tai, Katherine C. EOP/USTR	<b>11:00am Monthly Meeting: Sarah Felc</b>
12 <sup>PM</sup>	<b>Davos FO Check-in;</b> Heather's Office (211); Stoneman, Jessica R. EOP/USTR  <b>Weekly Taiwan Check In</b> Exemption 6	
1		<b>Meeting: Weekly Scheduling Feedback</b>
2	<b>Meeting: IRA Briefing</b> Winder 203; Tai, Katherine C. EOP/USTR	
3	<b>Meeting: Doug's Swearing In;</b> Heather's C  <b>JKAPEC talk;</b> Heather's office; Pietan, Scott	<b>Weekly IndoPacific Check-In;</b> Exemption 6
4	<b>USTR/NSC Sync on Climate &amp; Trade</b> EEOB 472 (reserved); Macklin, Marina O. EOP/NSC	
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# January 5, 2023

Thursday

January 2023

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February 2023

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THURSDAY		Notes
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7 <sup>AM</sup>		
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9	<div style="border: 1px solid orange; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>                      Exemption 6                 </div> <div style="border: 1px solid orange; padding: 2px; margin-left: 150px;"> <b>Meeting: WTO Reform/ Dispute Next St</b> </div>	
10	<div style="border: 1px solid orange; padding: 2px;"> <b>Meeting: Memo Review;</b> AKT Office; Tai, Katherine C. EOP/USTR                 </div>	
11	<div style="border: 1px solid orange; padding: 2px;"> <b>Meeting: IPEF Enforcement</b>                      Winder 203; Tai, Katherine C. EOP/USTR                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid orange; padding: 2px;"> <b>Meeting: Angelica &amp; Heather;</b> Heather's Office (211); Hurlburt, Heather F. EOP/USTR                 </div>	
1	<div style="border: 1px solid orange; padding: 2px;"> <b>ISAB lunch</b>                      Exemption 6                 </div>	
2	<div style="border: 1px solid orange; padding: 2px;"> <b>ICTIME check in subscription/personnel;</b> Heather's Office; Howe, Rachel S. EOP/USTR                 </div>	
3	<div style="border: 1px solid orange; padding: 2px;"> <b>SAVE THE DATE Winter Potluck</b>                      Annex Rms 1 &amp; 2                      Dhongthog, Tsering L. EOP/USTR                 </div>	
4	<div style="border: 1px solid orange; padding: 2px; margin-left: 150px;"> <b>Weekly FO Logistics Sync;</b> Heather's O                 </div>	
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# January 6, 2023

Friday

January 2023

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February 2023

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FRIDAY		Notes
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7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Sync: Heather + Mike; Mike to call Exemption 6; Pyle, Mike J. EOP/NSC	
11	All Staff Meeting Exemption 6 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	Heather + Betsy; Hurlburt, Heather F. EOP/USTR Meeting: Heather + Ethan; Heather's Office/ 211; Hurlburt, Heather F. EOP/USTR	
2		
3	Exemption 6	
4	YJ Fischer YJ<>Heather Fischer, YJ EOP FTA touch base; Exemption 6	
5		
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	8:00pm - 8:30pm Sync Heather + Mike	

# January 7, 2023

Saturday

January 2023

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February 2023

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# January 8, 2023

Sunday

January 2023

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February 2023

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SUNDAY		Notes
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# January 9, 2023

Monday

January 2023

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February 2023

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MONDAY		Notes
	9	
7 <sup>AM</sup>		
8		
9	<b>Meeting: Weekly Lookahead; AKT Office / Exemption 6</b> Tai, K	
10	<b>Meeting: IPEF Environment</b> Winder 203/ <b>Exemption 6</b> Tai, Katherine C. EOP/USTR	
11	<b>Meeting: Senior Advisors; AKT Office; Tai, Katherine C. EOP/USTR</b>	
12 <sup>PM</sup>		
1	<b>Weekly FO Logistics Sync; Exemption 6</b>	
2	<b>Meeting: WTO Reform/ Dispute Next Str</b> Winder 203   Dial in <b>Exemption 6</b> Charles + Heather; Dial in (See details in ir	
3	<b>Kenya Check In ; Exemption 6</b> <b>Swearing in: Doug McKalip; Winder 203; Tai, Katherine C. EOP/USTR</b>	
4	<b>Prep: TPF; Winder 203; Exemption 6</b> Tai, Katherine C. EOP/USTR	
5	<b>Call: ONCD/USTR; Phone; Haas, Benjamin E. EOP/NCD</b>	
6		
	<b>Exemption 6</b>	

# January 10, 2023

Tuesday

January 2023

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February 2023

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TUESDAY		Notes
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7 <sup>AM</sup>		
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10	Personnel Matter; Exemption 6	
11		
12 <sup>PM</sup>	Japan FTA / 30D; Exemption 6	
	Meeting: Monthly with Bill Shpiece; D	Lunch: Fred Hochberg (Meridian Interna Exemption 6 Tai, Katherine C. EOP/USTR
1		
2	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/L	
	FO/Admin/HR - Check In; Exemption 6	
3	IRA / Japan Critical Minerals Agreement; Meeting: Heather + Katie; Exemption 6	
4	Weekly IndoPacific Check-In; Exemption 6	
5	Meeting: Heather & Ginna; Exemption 6	
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# January 11, 2023






Wednesday

January 2023

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February 2023

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WEDNESDAY		Notes
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7 <sup>AM</sup>		
8	<b>HFH John Rossomondo</b>	
9	<b>FO Check In; Exemption 6</b>  <b>Meeting: TPF Pre-Meet</b> Winder 203; Tai, Katherine C. EOP/USTR	
10	<b>Meeting: India TPF</b> Annex Tai, Katherine C. EOP/USTR	
11	<b>Greta/ Heather Check-in; Greta call Heath</b>	
12 <sup>PM</sup>		
1	<b>Lunch: Minister Goyal (India)</b> <b>Exemption 6</b>  Tai, Katherine C. EOP/USTR	
2		
3	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>Exemption 6</b>  Tai, Katherine C. EOP/USTR	
4	<b>Japan CMA outline; Exemption 6</b> 	
5		
6	<b>Weekly Cabinet Call; Exemption 6</b> 	

# January 12, 2023

Thursday

January 2023

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February 2023

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THURSDAY		Notes
	12	
	AKT Travel (Atlanta, Georgia (Congressional & Stakeholder Engagement)) -	
7 <sup>AM</sup>		
8		
9	<p>Call with Anthony Reyes</p> <p>Week Ahead AUSTRs Meeting Exemption 6</p> <p>Call: Sec. Raimondo (Commerce); Exemption 6</p>	
10	<p>Meeting: Memo Review; AKT Office; T&amp;E</p>	
11	Jamieson Greer	
12 <sup>PM</sup>		
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3	<p>USTR Mission Geneva Exemption 6</p> <p>Namrata &lt;&gt; Heather; Exemption 6</p>	
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	9:10pm - 9:30pm Call: Minister Nishimura (Japan) Exemption 6	

# January 13, 2023

Friday

January 2023

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February 2023

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FRIDAY		Notes
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7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Prep: Japan Bilat; AKT Office   Exemption 6   Tai, Katherine C. EOP/U	
11		
12 <sup>PM</sup>	Lunch Bob Scher	
1	Weekly Cabinet Report - Updated Report Format Overview; Exemption 6	
	Davos Sync with Heather; Heather's Office; Stoneman, Jessica R. EOP/USTR	
2	Briefing: Davos; AKT Office; Tai, Katherine C. EOP/USTR	
	Briefing: Brussels Trip; Winder 203 Exemption 6 #; Tai, Katherine C.	
3		
	Meeting: Dr. Constanze Stelzenmüller; W213	
4	Meeting: USMCA Autos Panel Report; Winder 203   Exemption 6	
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# January 14, 2023

Saturday

January 2023

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February 2023

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SATURDAY		Notes
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# January 15, 2023

Sunday

January 2023

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February 2023

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SUNDAY		Notes
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# January 16, 2023

Monday

January 2023

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February 2023

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MONDAY		Notes
	16	
	AKT Travel (Brussels (EU Engagement) & Davos (WEF)) - FN-USTR-SCHEDULED To Jan 21 →	
	Office Closed: Martin Luther King Jr. Day (Observed) - Stoneman, Jessica R. EOP/USTR	
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6	<b>Flight: UA 950</b> IAD-->BRU Tai, Katherine C. EOP/USTR	



# January 17, 2023

Tuesday

January 2023

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February 2023

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TUESDAY		Notes
17		
← From Jan 16 AKT Travel (Brussels (EU Engagement) & Davos (WEF)) - FN-To Jan 21 →		
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12 <sup>PM</sup>		
1	<b>CONFIRMED: Supply Chain Disruptions Task Force (SCDTF) IPC Meeting</b> <b>Exemption 6</b> Davis, Ryan A. EOP/WHO	
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12:00am - 1:15am Flight: UA 950(IAD-->BRU)		

# January 18, 2023

Wednesday

January 2023

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February 2023

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WEDNESDAY		Notes
	18	
	← From Jan 16 AKT Travel (Brussels (EU Engagement) & Davos (WEF)) - FN-To Jan 21 →	
7 AM	<b>Quarterly Reminder: Test GETS Card;</b> Phone; Aqueche, Victor A. EOP/USTR	
8		
9	<b>FW: Confirmed coffee with Tomas Baert</b> berlaymont; Beraud, Julie (USEU) <b>FO Check In; Exemption 6</b>	
10	<b>FW: Coffee with Heather ;</b> Beraud, Julie (USEU)	
11	<b>FW: Drinks with Ellina and Zaneta (Dombrovskis deputy chief of staff) and Heather</b> Berlaymont Cafe (Rue Archimede 8, 2 MIN from Schuman metro station, 1000 Brussels B Beraud, Julie (USEU)	
12 PM		
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3	<b>Invitation: China-COVID IPC</b> EEOB 389 (#China) Rosenberger, Laura M. EOP/NSC	
4		<b>Confirmed: CMA Discussion with Japan</b> Winder 305 Fumagalli, Danielle C. EOP/USTR
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# January 19, 2023

Thursday

January 2023

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February 2023

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THURSDAY		Notes
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← From Jan 16 AKT Travel (Brussels (EU Engagement) & Davos (WEF)) - FN-To Jan 21 →		
7 <sup>AM</sup>	<b>UA BXL-IAD</b>	
8		
9	<p><b>Detroit May Timing (Internal) Discussion</b></p> <p><b>Week Ahead AUSTRs Meeting</b></p> <p><b>Exemption 6</b></p>	
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# January 20, 2023

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January 2023

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February 2023

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FRIDAY		Notes
	20	
	← From Jan 16 AKT Travel (Brussels (EU Engagement) & Davos (WEF)) - FN-To Jan 21 →	
7 <sup>AM</sup>		
8		
9	FO Call ; <b>Exemption 6</b>	
10		
11	Shantanu/Heather Check-In; Heather's Office; Tata, Shantanu S. EOP/USTR	
12 <sup>PM</sup>	Weekly Taiwan Check In; <b>Exemption 6</b>	
	APEC and IPEF Detroit Discussion; <b>Exemption 6</b>	
1	EOP Chiefs Monthly Sync; <b>Exemption 6</b>	
2	<b>CONFIRMED: Monthly All Trade Advisory Committees Cleared Advisors Call</b> Credentials will be added shortly Sokolowski, Sophia P. EOP/USTR	
3	Heather + Greta; Heather's office; Hurlbur   FW: Global Arrangement; <b>Exemption 6</b>	
4	Heather and Greta; <b>Exemption 6</b>	
	Heather H + Michael R; Heather's office/211 Winder; Hurlburt, Heather F. EOP/USTR	
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# January 21, 2023

Saturday

January 2023

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February 2023

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SATURDAY		Notes
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← From Jan 16 AKT Travel (Brussels (EU Engagement) & Davos (WEF)) - FN-USTR-SCHE		
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# January 22, 2023

Sunday

January 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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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			

SUNDAY		Notes
	22	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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6		

# January 23, 2023

Monday

January 2023

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

February 2023

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				

MONDAY		Notes
	23	
7 <sup>AM</sup>		
8		
9		
10		
11	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	FW: Call: Global Arrangement Check-In; Exemption 6	
2	Meeting: Senior Advisors AKT Office Tai, Katherine C. EOP/USTR	
3	60th Anniversary Discussion; Heather's Office; Hurlburt, Heather F. EOP/USTR	
4	Speech Prep: 60th Anniversary and Philadelphia; AKT Office; Tai, Katherine C. EOP/UST	
5	Meeting: Taiwan Debrief Winder 203; Tai, Katherine C. EOP/USTR	
6		

# January 24, 2023


Tuesday

January 2023

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

February 2023

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				

TUESDAY		Notes
	24	
7 <sup>AM</sup>		
8		
9	<b>Ivy Planning Group Executive Thinking and Learning Session</b> <b>Exemption 6</b> Tai, Katherine C. EOP/USTR	
10		
11		
12 <sup>PM</sup>		
1	<b>ROO memo - check-in;</b> Heather's office; Ban, Victor D. EOP/USTR	
2	<b>Meeting: Weekly Scheduling Feedback</b> 	<b>30D Critical Minerals Agreements;</b> http
3	<b>Invitation: ISAB Study Group: Outline and Study Group Briefing Agenda @</b> <b>Exemption 6</b> @fan.gov	<b>USTR 60th</b> Indian Treaty Room (EEOB 474)
4		
5	<b>Call: Henrietta-Heather ;</b> Levin, Henrietta	<b>Taiwan Staff Meeting;</b> W203; Bianchi, Sara
6		



# January 25, 2023

Wednesday

January 2023

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

February 2023

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				

WEDNESDAY		Notes
	25	
7 <sup>AM</sup>		
8		
9	<p><b>Prep: Bjorn Seibert (EU);</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Bjoern Seibert (EU);</b> Winder 203</p> <p><b>Weekly IndoPacific Check-In; Exemption 6</b></p>	
10	<p><b>Meeting: WTO / National Security ;</b> Wind</p> <p><b>Canceled: Weekly Cabinet COS Check In;</b> James, Maya C. EOP/WHO</p>	
11	<p><b>SCI briefing</b></p> <p>: NEOB Suite 4208 – SCIF Conference Room</p>	
12 <sup>PM</sup>		
1	<p><b>HH: Call with Suzy George, State CoS;</b> Ph</p> <p><b>Meeting: Memo Review;</b> AKT Office; Tai</p> <p><b>Prep: Secretary Vilsack;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
2	<p><b>Call: Secretary Vilsack (Ag);</b> <a href="https://pitc.zc">https://pitc.zc</a></p> <p><b>Heather/Greta;</b> Greta to Heather's office; F</p>	
3	<p><b>Meeting: Mexico Debrief ;</b> AKT Office <b>Exemption 6</b> Tai, Katherine C.</p> <p><b>Call: Secretary Becerra (HHS); Exemption 6</b></p>	
4	<p><b>Prep: APEP Launch;</b> Winder 203   <b>Exemption 6</b> ; Tai, Katherine C. E</p>	
5	<p><b>Weekly Cabinet Call; Exemption 6</b></p>	
6		

# January 26, 2023

Thursday

January 2023

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

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28				

THURSDAY		Notes
	26	
	AKT Travel (Philadelphia (WHIAANHPI)) - FN-USTR-SCHEDULING	
7 <sup>AM</sup>		
8		
9		
10	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid orange; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>                      Exemption 6                 </div> <div style="border: 1px solid orange; padding: 2px;"> <b>Meet for coffee</b>                      TBD (can be your office if you prefer); Hurta                 </div> </div>	
11	<div style="border: 1px solid orange; padding: 2px;"> <b>USTR- NSC TechNatSec Sync</b>                      Winder Bldg- 203; Chhabra, Tarun EOP/NSC                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid orange; padding: 2px;"> <b>Lunch Liz Economy</b> </div>	
1		
2	<div style="border: 1px solid orange; padding: 2px;"> <b>EME Staffing;</b> Heather's office (or can do zoom); Wedding, Timothy J. EOP/USTR                 </div> <div style="border: 1px solid orange; padding: 2px;"> <b>FO/Admin/HR - Check In;</b> Exemption 6                 </div>	
3	<div style="border: 1px solid orange; padding: 2px;"> <b>Heather/Allison connect;</b> Heather's office ; Smith, Allison W. EOP/USTR                 </div>	
4	<div style="border: 1px solid orange; padding: 2px;"> <b>Shantanu/Heather/Tommy Connect;</b> Heather's Office; Tata, Shantanu S. EOP/USTR                 </div>	
5	<div style="border: 1px solid orange; padding: 2px;"> <b>Heather + Heather catchup;</b> Heather H's office; Hurlburt, Heather F. EOP/USTR                 </div>	
6		

# January 27, 2023

Friday

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	27	
7 <sup>AM</sup>		
8		
9	FO Call; Exemption 6	
10	Weekly All COS Call; Exemption 6; Prep: Ambassador Burns; AKT Office; Tai,	
11	Meeting: Ambassador Burns (China) Winder 218; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Heather/ASB Sync; W200; Bianchi, Sarah A. EOP/USTR USTR --> State Department (2201 C Street Entrance) ; Tai, Katherine C. EOP/USTR	
1	APEP Launch Virtual launch (joining from State Department) Tai, Katherine C. EOP/USTR	WTO Reform Op-Ed Discussion; Exemption 6
2		Weekly Taiwan Check In; Exemption 6
3	Doug Swearing-in Celebration Annex Tai, Katherine C. EOP/USTR	USTR HR Question; Exemption 6
4	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
5		
6		

# January 28, 2023

Saturday

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
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February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
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12 <sup>PM</sup>		
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# January 29, 2023

Sunday

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	29	
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12 <sup>PM</sup>		
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# January 30, 2023

Monday

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	30	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
10		
11	EOP + USTR Global Arrangement Update Exemption 6 Todd, Nora C. EOP/NSC	
12 <sup>PM</sup>		
	Catch up on Europe; Conf Room 203 ; Wedding, Timothy J. EOP/USTR	
1		
2	Kenya & OAA and Front Office Sync; Exemption 6	
3	Welcome back and download; Exemption 6	
4	Meeting: Senior Advisors AKT Office Tai, Katherine C. EOP/USTR	
5	Meeting: Taiwan Next Steps; W203; Tai, Katherine C. EOP/USTR	
6		

# January 31, 2023

Tuesday

January 2023

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

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
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TUESDAY		Notes
	31	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Ginna ; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: DUSTRs Winder 203   Exemption 6 ; Tai, Katherine C. EOP/USTR	
11	MEETING: Clean Energy Tax Incentives Implementation ; Exemption 6	
12 <sup>PM</sup>		
1		
2	Meeting: China 4-year Review; W203; Tai, Katherine C. EOP/USTR check-in; McCarthy, Daniel M. EOP/USTR	
3	FW: Post-SOTU Travel Discussion; https:// Meeting: China Discussion ; W218; Tai, Ka Meeting: Mexico Dispute Strategy; W203; Tai, Katherine C. EOP/USTR	
4	Japan CMA Draft; Greta's office (W223); Peisch, Greta M. EOP/USTR	
5	russia tariffs; Exemption 6	
6		

# February 1, 2023

Wednesday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	1	
7 <sup>AM</sup>		
8		
9	FO Check In; Exemption 6	
10	Weekly IndoPacific Exemption 6 Call: Minister Goya   USTR+NSC Russia   Canceled: Week	
11	USTR/Senior Staff Winder 203/ Exemption 6 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	ISAB plenary State Department	
1		
2		
3	Meeting: OGC Next Steps Senior Hiring ; AKT Office ; Tai, Katherine C. EOP/USTR	
4	Weekly AKT Invite Review; Heather's Office; Annino, Angelica Z. EOP/USTR	
5		
6		



# February 2, 2023

Thursday

February 2023

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				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
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THURSDAY		Notes
	2	
7 <sup>AM</sup>		
8		
9	<p><b>Lyric Thompson</b>  <b>Exemption 6</b> Washington, DC 20036, United States</p> <p><b>Week Ahead AUSTRs Meeting</b>  <b>Exemption 6</b></p>	
10	<p><b>Meeting: Heather &lt;&gt; Ethan ; Heather's Office; Hurlburt, Heather F. EOP/USTR</b></p>	
11		
12 <sup>PM</sup>		
1	<p><b>Kenya: Amb. Whitman Conversation; Exemption 6</b></p> <p><b>Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR</b></p> <p><b>4 Year Review Discussion; W200; Bianchi, Sarah A. EOP/USTR</b></p>	
2	<p><b>[EXTERNAL] Invitation: Zoom: USTR / Omidyar Network @ Thu Feb 2, 2023</b>  <b>Exemption 6</b>@omidyar.com</p> <p><b>FW: SXSU alignment; Exemption 6</b></p>	
3	<p><b>Spring Travel Review + SOTU Travel Discussions</b>            AKT Office; Tai, Katherine C. EOP/USTR</p>	
4	<p><b>Meeting: Seasonal Producers Committee Meeting; Winder 203; Tai, Katherine C. EOP/L</b></p>	
5	<p><b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
6	<p><b>Call: Sara Schuman; Winder 218; Tai, Katherine C. EOP/USTR</b></p>	

# February 3, 2023

Friday

February 2023

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				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
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FRIDAY		Notes
	3	
	Shantanu OOO - Tata, Shantanu S. EOP/USTR	
7 <sup>AM</sup>		
8		
9	FO Call ; <b>Exemption 6</b>	
10		
11	NSC Call re: <b>Summit for Democracy</b> ; Heather's Office (dial-in details TK); Annino, Angeli	
12 <sup>PM</sup>	Meeting: <b>Roberto &amp; Heather</b> ; Heather's C	
	Weekly Taiwan Check In; <a href="https://pitc.z">https://pitc.z</a>	
1	Pending Issue; W211; Ames, Fred L. EOP/USTR	
2		
	Check-In <b>Exemption 6</b>	
3	Meeting: <b>Chicago Trip Planning</b> ; AKT Office; Tai, Katherine C. EOP/USTR	
4	Heather + Adam catchup; Heather's office; Hurlburt, Heather F. EOP/USTR	
	(Internal) DG Weyand Follow-up ; <b>Exemption 6</b>	
5	<b>Exemption 6</b>	
6		

# February 4, 2023

Saturday

February 2023

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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
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12 <sup>PM</sup>		
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# February 5, 2023

Sunday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
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7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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	7:00pm - 9:00pm Dinner Michael and Helga w/GER official <b>Exemption 6</b>	

# February 6, 2023

Monday

February 2023

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				

March 2023

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	

MONDAY		Notes
	6	
7 <sup>AM</sup>		
8		
9	<p><b>*UPDATED WITH AGENDA BELOW* Zoom: Huddle on Japan/Critical Minerals</b></p> <p><b>Exemption 6</b></p>	
10		
11	<p><b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR</p>	
1	<p><b>Meeting: Re-Staff/ AKT Travel ;</b> Heather's Office (Matthew will call Angelica) ; Hoeck, M</p>	
2	<p><b>Call: Vietnam Safety and Security Session;</b> <b>Exemption 6</b></p>	
3	<p><b>Heather/Ginna Check In;</b> <b>Exemption 6</b></p>	
4	<p><b>Prep: Minister Nishimura Call;</b> W203 / Dial in- <b>Exemption 6</b> ; Tai, Ka</p>	
5	<p><b>Dinner: Jen Harris speaking to JHU group</b></p>	
6		
	<p>8:10pm - 8:30pm Call: Minister Nishimura (Japan)((+1) <b>Exemption 6</b></p>	

# February 7, 2023

Tuesday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28				

March 2023

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
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TUESDAY		Notes
	7	
7 <sup>AM</sup>		
8		
9	Meeting: Jake prep; AKT office ; Tai, Katherine C. EOP/USTR	
10	Quick chat ; Dhongthog, Tsering L. EOP/USTR Meeting: CME Discussion; AKT Office ; Tai, Katherine C. EOP/USTR	
11		
12 <sup>PM</sup>	Lunch Myron Brilliant Exemption 6 Washington, DC 20006, United States	
1	Cabinet Call - SOTU; Exemption 6 Call: SOTU Cabinet Call ; Exemption 6 USTR HR Planning; Exemption 6	
2	FO/Admin/HR - Check In; Exemption 6	
3	OLA Hiring Next Steps; Heather's office/Winder 211; Hurlburt, Heather F. EOP/USTR	
4	Meeting: Heather + Ginna ; AKT Office; Tai, Katherine C. EOP/USTR	
5		
6		

# February 8, 2023

Wednesday

February 2023

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				

March 2023

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

WEDNESDAY		Notes
	8	
7 <sup>AM</sup>		
8		
9	<p><b>FO Check In; Exemption 6</b></p> <p><b>Weekly IndoPacific Check-In Exemption 6</b></p> <p><b>Meeting: Amb. Gutmann (Germany); W z</b></p>	
10		
11	<p><b>USTR/Senior Staff</b> Winder 203/ Dial in <b>Exemption 6</b> Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>Heather/Kelly catch-up; HH office; Milton, Kelly K. EOP/USTR</b></p>	
1	<p><b>Post-SOTU Press Call Exemption 6</b></p> <p><b>Japan/Critical Minerals/30D Huddle Exemption 6</b></p> <p>Kim, Hannah Y. EOP/WHO</p> <p><b>Brazil Planning; Exemption 6</b></p>	
2	<p><b>Meeting: Weekly Scheduling Feedback + Invites + Asia Overview</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Meeting: Tino Cuéllar (Carnegie Endowment ); AKT Office ; Tai, Katherine C. EOP/USTR</b></p> <p><b>Ryan/Heather on S4D2; Heather to call Ryan at Exemption 6 Harper, Ryan M. EOP/NSC</b></p>	
4	<p><b>Meeting: AKT Chicago visit; Exemption 6</b></p> <p><b>JKAPEC check in; Exemption 6</b></p>	
5	<p><b>Connect on IPEF Text Sharing Issue ; Heather's Office; Tata, Shantanu S. EOP/USTR</b></p>	
6		

# February 9, 2023

Thursday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	9	
7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Meeting</b> <b>Exemption 6</b>	
10		
11		
12 <sup>PM</sup>		
1	<b>1:30pm Meeting: Bi-Monthly with Charles King; Heather's Office (211); Hurlburt, He</b>	
2	<b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b> <b>Meeting: US-EU principal engagements, spring 2023; W203/Exemption 6</b>	
3	<b>Greta/Heather Check-in; Exemption 6</b>	
4	<b>Meeting: Global Arrangement; W203 / Exemption 6</b> ; Tai, Katherine	
5		
6		



# February 10, 2023

Friday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	10	
	<b>Exemption 6</b>	
7 <sup>AM</sup>		
8		
9	FO Call ; <b>Exemption 6</b>	
10		
11		
12 <sup>PM</sup>	Weekly Taiwan Check In; <b>Exemption 6</b>	
1	EOP Chiefs Monthly Sync; <b>Exemption 6</b>	
2		
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5		
6	<b>Exemption 6</b>	

# February 11, 2023

Saturday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	11	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# February 12, 2023

Sunday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	12	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# February 13, 2023

Monday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	13	
7 <sup>AM</sup>		
8		
9		
10		
11	Scheduling Review Zoom; Exemption 6	
12 <sup>PM</sup>	Call Salman	
1	NSC+Interagency Meeting on EU Clean 1 Exemption 6	Cities Summit of the Americas Planning
2	Heather/Ginna; Exemption 6	
3	[EXTERNAL] Kim Glas (NCTO) and Heather Hurlburt (USTR); Exemption 6; Kim Glas	
4	CIT; Exemption 6	Court of International Trade; See WebEx
	ONCD/USTR Discussion; Phone; Haas, Benjamin E. EOP/NCD	
5		
6		
	8:00pm - 8:15pm Call: Munich Trip Review(Call Exemption 6)	

# February 14, 2023

Tuesday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	14	
7 <sup>AM</sup>		
8	HFH— John Rossomondo	
9	Call YJ Fischer	
10	Heather-Brendan chat; Heather's office; Lynch, Brendan A. EOP/USTR	
	OGC Structure Planning; Exemption 6	
11	Tom wright	
12 <sup>PM</sup>		
1	Meeting: Monthly with Bill Shpiece; Heather's Office (211); Hurlburt, Heather F. EOP/USTR	
2		
3	Secure Call: Outreach/Talking Points; Please call Exemption 6 to be connected; Macklin, M	
4	HFH —Jeremy Pearce call	
5		
6		

# February 15, 2023

Wednesday

February 2023

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				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	15	
7 <sup>AM</sup>		
8		
9	<p><b>FO Check In; Exemption 6</b></p> <p><b>Call Heather + Jamesa; Hurlburt, Heather F. EOP/USTR</b></p>	
10		
11	<p><b>Munich/Scheduling Touch Base; Phone (/</b></p> <p><b>Check-in on 30D Hill consultations; https</b></p>	
12 <sup>PM</sup>		
1	<p><b>Kenya Check In; Exemption 6</b></p> <p><b>Rafik</b></p>	
2		
3		
4		
5	<b>UA 106 IAD-MUN</b>	
6		

# February 16, 2023

Thursday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	16	
7 <sup>AM</sup>		
8	Admin Leave Discussion; Exemption 6	
9	Week Ahead AUSTRs Meeting Exemption 6	
10	Meeting Julia Friedlander	
11		
12 <sup>PM</sup>	Dinner Amb Hachigian	
1		
2		
3	Atlantik-bruecke women's networking	
4	[EXTERNAL] Invitation: FW: Monthly All TBA Exemption 6@gmail.com	
5		
6		
	12:00am - 1:30am UA 106 IAD-MUN	

# February 17, 2023

Friday

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25
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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	17	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
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11		
12 <sup>PM</sup>		
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# February 18, 2023

Saturday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	18	
7 <sup>AM</sup>		
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11		
12 <sup>PM</sup>		
1	<b>Constanze Stelzenmueller's women's dinner</b> Guido al Duomo	
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# February 19, 2023

Sunday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
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12 <sup>PM</sup>		
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# February 20, 2023

Monday

February 2023

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19	20	21	22	23	24	25
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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	20	
	Office Closed - President's Day - Lance, Ginna L. EOP/USTR	
7 <sup>AM</sup>		
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# February 21, 2023

Tuesday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes		
	21			
7 <sup>AM</sup>				
8				
9				
10	Meeting: Fred Ames; Winder 211; Hurlburt, Heather F. EOP/USTR			
11	<table border="1"> <tr> <td> <b>Detroit (APEC &amp; IPEF Strategic Meeting)</b>  <b>Exemption 6</b>                      Spiegel, Perry F. EOP/USTR                 </td> <td> <b>MEETING: EOP/UST Clean Energy Tax In</b>   <b>Meeting: Senior Advisors</b>                      AKT Office                      Tai, Katherine C. EOP/USTR                 </td> </tr> </table>	<b>Detroit (APEC &amp; IPEF Strategic Meeting)</b> <b>Exemption 6</b> Spiegel, Perry F. EOP/USTR	<b>MEETING: EOP/UST Clean Energy Tax In</b>  <b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR	
<b>Detroit (APEC &amp; IPEF Strategic Meeting)</b> <b>Exemption 6</b> Spiegel, Perry F. EOP/USTR	<b>MEETING: EOP/UST Clean Energy Tax In</b>  <b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR			
12 <sup>PM</sup>	Japan CMA Timeline Brainstorming; W203; Bianchi, Sarah A. EOP/USTR			
1	Heather/Greta/Shantanu Check-in; W223; Cruz, Diamonde I. EOP/USTR			
2	Meeting: Mexico Corn Discussion; Winder 203/ Dial in <b>Exemption 6</b> FO/Admin/HR - Check In; <b>Exemption 6</b>			
3	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR			
4	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR Meeting: 2-Year Anniversary comms discussions; AKT Office; Dial in <b>Exemption 6</b>			
5				
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# February 22, 2023

Wednesday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	22	
7 <sup>AM</sup>		
8		
9	<p><b>FO Check In; Exemption 6</b></p> <p><b>Weekly IndoPacific Check-In Exemption 6</b></p>	
10		
11	<p><b>Heather/Ginna; Heather calls Ginna; Lance, Ginna L. EOP/USTR</b></p>	
12 <sup>PM</sup>	<p><b>USTR/Senior Staff</b> Winder 203/ Dial in <b>Exemption 6</b> Tai, Katherine C. EOP/USTR</p>	
1	<p><b>Meeting: OGC management discussion; AKTs Office; Dial in Exemption 6</b></p>	
2	<p><b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b></p> <p><b>Call with Penny Naas; HH to call PN at Exemption 6</b></p>	
3	<p><b>(External) Meeting: Nasdaq Global Government Relations Exemption 6</b></p>	
4	<p><b>Meeting: Critical Minerals Update; Winder 203/ Dial in Exemption 6</b></p>	
5	<p><b>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
6	Exemption 6	

# February 23, 2023

Thursday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	23	
7 <sup>AM</sup>		
8	Call with Kristina Costa	
9	Brazil Trip Planning; <b>Exemption 6</b>	
	Week Ahead AUSTRs Meeting <b>Exemption 6</b>	Heather + Leslie Yang; Heather's office; H
10		Meeting: AKT Travel to Africa; <a href="https://pit">https://pit</a>
11		
12 <sup>PM</sup>		
	Heather/Kelly connect; HH office; Milton, Kelly K. EOP/USTR	
1	Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR	
	Special Assistant Interview; <b>Exemption 6</b> ; Heather's Office	
2	Update on FY24 Budget <b>Exemption 6</b>	
3	Special Assistant Interview: Jon Hurst; Heather's Office	
	Meeting: Scheduling/Advance Huddle; Heather's Office; Hurlburt, Heather F. EOP/USTR	
4	FW: Monthly All Trade Advisory Commit Dial-in information below. MBX USTR IAPE	<b>Exemption 6</b>
5		
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# February 24, 2023

Friday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	24	
7 <sup>AM</sup>		
8		
9	FO Call ; <b>Exemption 6</b>	
10	Meeting: IPEF Digital Trade Huddle; Winder 203; Hurlburt, Heather F. EOP/USTR IPEF Strategic Planning Conversation; W200; Bianchi, Sarah A. EOP/USTR	
11	AKT Seoul travel discussion; WebEx; Annino, Angelica Z. EOP/USTR Special Assistant Interview: <b>Exemption 6</b> ; HH Office	
12 <sup>PM</sup>	Meeting: NMPP Workstreams Winder 203; Tai, Katherine C. EOP/USTR Prep: Buonrostro; W203; Tai, Katherine C.	
1	Kenya Check In: Updates on Text Plan ; <b>Exemption 6</b> <b>Exemption 6</b> Prep: Jared Bernstein; AKT Office; Tai, Kat	
2	Weekly Taiwan Check In; <b>Exemption 6</b>	
3	Chief Ag Assistant Touch Base; Webex Link Below; Lance, Ginna L. EOP/USTR Heather/Ginna Check In; Webex link below; Lance, Ginna L. EOP/USTR	
4	Meeting: IPEF Review; AKT Office; Tai, Katherine C. EOP/USTR	
5	<b>Exemption 6</b>	
6		

# February 25, 2023

Saturday

February 2023

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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
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# February 26, 2023

Sunday

February 2023

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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
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12 <sup>PM</sup>		
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# February 27, 2023

Monday

February 2023

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26	27	28				

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	27	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
10	Weekly COS/WHL Call; James, Maya C. EOP/WHO	
11	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
	Concordia Speech Themes; W203; Siordia, Matthew T. EOP/USTR	
12 <sup>PM</sup>		
1	Coffee Matt Duss Exemption 6	
2	USTR Personnel Discussion; Webex Link Below; Lance, Ginna L. EOP/USTR	
	Coffee: Andrea Durkin; Exemption 6 Hurlburt, Heather F. EOP/USTR	
3	Hotel and Transportation Accommodati	Meeting: IPEF Public Engagement Worki
	Heather + Adam catch-up ; Heather's Office	
4	Meeting: Brazil Trip Plan Discussion ; Winder 203; Hurlburt, Heather F. EOP/USTR	
5	Next steps on textile acting; Heather's Office; Hurlburt, Heather F. EOP/USTR	
6		

# February 28, 2023

Tuesday

February 2023

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March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	28	
7 <sup>AM</sup>		
8		
9		
10		
11	<b>Meeting: DUSTRs</b> Winder 203   <b>Exemption 6</b>   Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>Meeting: Taiwan;</b> Winder 203; Tai, Katherine C. EOP/USTR <b>Exemption 6</b>	
1	<b>Meeting: PPO Interview;</b> Winder 211; Hurlburt, Heather F. EOP/USTR <b>HOLD - Check High Side Email</b> W218 -->NEOB 3020	
2	<b>Meeting: Scheduling Conversation;</b> W211; Hurlburt, Heather F. EOP/USTR	
3	<b>30D Deputies USTR Pre-Huddle;</b> W200; Bianchi, Sarah A. EOP/USTR	
4	<b>Call: Textiles Transition;</b> HH to call NH at <b>Exemption 6</b> ; Hurlburt, Heather F. EOP/UST <b>Meeting: TTC &amp; Critical Minerals Discussion ;</b> Winder 203; Hurlburt, Heather F. EOP/US	
5	<b>HFH -call Holly</b>	
6		

# March 1, 2023

Wednesday

March 2023

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April 2023

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WEDNESDAY		Notes
	1	
7 <sup>AM</sup>		
8		
9	FO Check In; Exemption 6	
10		
11	USTR/Senior Staff Winder 203/ Dial in Exemption 6 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	<b>Exemption 6</b>	
2	Japan USTR Huddle ; W203; Bianchi, Sara Meeting: Weekly Scheduling Feedback	
3	Meeting: Africa Briefing; W218; Tai, Katherine C. EOP/USTR Heather/Ginna; Webex Link Below; Lance, Ginna L. EOP/USTR	
4		
5	Weekly Cabinet Call; Exemption 6 Weekly Cabinet Call; Walker, Serena E.	
6	Stefanie Friedhoff, WH COVID team	

# March 2, 2023

Thursday

March 2023

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April 2023

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THURSDAY		Notes
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7 <sup>AM</sup>		
8		
9	<b>Exemption 6</b>	
10	<p><b>Week Ahead AUSTRs Meeting</b> <b>Exemption 6</b></p> <p><b>Meeting: Amb. Pagan; Exemption 6</b></p>	
11	<b>Catch up on UK; Heather's office; Wedding, Timothy J. EOP/USTR</b>	
12 <sup>PM</sup>		
1	<p><b>Meeting: April - June Look Ahead; W203; Hurlburt, Heather F. EOP/USTR</b></p> <p><b>Meeting: EU Conversation; W203; Tai, Katherine C. EOP/USTR</b></p>	
2		
3	<p><b>Meeting: Hill briefing on Standards/TBT; W203; Hurlburt, Heather F. EOP/USTR</b></p> <p><b>Weekly IndoPacific Check-In; Exemption 6</b></p>	
4	<p><b>FW: Summit for Democracy - Corruption</b> <b>Exemption 6</b> Claman, Daniel H. EOP/NSC</p> <p><b>Detroit (APEC and IPEF) Strategic Meetir</b> <b>Exemption 6</b> Spiegel, Perry F. EOP/USTR</p>	
5	<b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b>	
6		

# March 3, 2023

Friday

March 2023

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April 2023

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FRIDAY		Notes
	3	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	Seoul touch base; Hurlburt, Heather F. EOI   Bryant Trick's Zoom Meeting; Exemption 6 Meeting: Lori Wallach; Exemption 6   [EXTERNAL] Lori/Heather; Exemption 6	
12 <sup>PM</sup>	Meeting: Jorg Kukies (Germany); W203; Tai, Katherine C. EOP/USTR Deputies Snap Sync on Japan; Exemption 6	
1		
2	Meeting: Speech Planning; AKT Office; Tai, Katherine C. EOP/USTR	
3	3:30pm: Interagency Summit for Democracy Chief of Staff Briefing; Conference Call:	
4	Call with Jason Easton   [EXTERNAL] Call   Heather & Jason; Jason USTR/Michael Hager (EVP Dombrovskis-Head of Cabinet) Meeting; W203; Peisch, Gre	
5	Japan State of Play Brief; W200; Bianchi, Sarah A. EOP/USTR	
6		

# March 4, 2023

Saturday

March 2023

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April 2023

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SATURDAY		Notes
	4	
7 <sup>AM</sup>		
8		
9		
10		
11	11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); f ☺	
12 <sup>PM</sup>		
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# March 5, 2023

Sunday

March 2023

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April 2023

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SUNDAY		Notes
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7 <sup>AM</sup>		
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11		
12 <sup>PM</sup>	CMA touch base <b>Exemption 6</b>	
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# March 6, 2023

Monday

March 2023

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April 2023

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MONDAY		Notes
	6	
7 <sup>AM</sup>		
8		
9	Alignment on VDL Visit and Japan 30D Next Steps; Exemption 6	
10	Zoom: NSC/USTR TTC Cha Exemption 6 Meeting: Camille Candael Weekly COS/WHL Call;	
11	Call: EVP Dombrovskis ; Exemption 6 Meeting: Hearing Prep Discussion ; Winder 203; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	REMEMBER YOUR PASSPORT	
1		
2		
3	APEC Transportation Discussion ; http (3:45) Huddle on Upcoming Labor Decisi	
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# March 7, 2023

Tuesday

March 2023

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April 2023

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TUESDAY		Notes
	7	
7 <sup>AM</sup>		
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9	Greta/Heather/Ginna; Participant Dial-In: <b>Exemption 6</b> ; Participant Co	
10		
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12 <sup>PM</sup>		
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# March 8, 2023

Wednesday

March 2023

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April 2023

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WEDNESDAY		Notes
	8	
7 <sup>AM</sup>		
8		
9	FO Check In; Exemption 6	
10	Weekly Cabinet COS Call; James, Maya C. EOP/WHO	
11		
12 <sup>PM</sup>		
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4	Weekly IndoPacific Check-In; Exemption 6	
5	Weekly Cabinet Call; Exemption 6      Weekly Cabinet Call; Walker, Serena E.	
6		

# March 9, 2023

Thursday

March 2023

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April 2023

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THURSDAY		Notes
	9	
7 <sup>AM</sup>		
8		
9		
	<b>Week Ahead AUSTRs Meeting</b>	
	<b>Exemption 6</b>	
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12 <sup>PM</sup>		
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	7:30pm - 9:30pm [EXTERNAL] Updated invitation: Concordia/Millicom Dinner Confirmation	

# March 10, 2023

Friday

March 2023

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April 2023

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FRIDAY		Notes
	10	
	KEC OOO - Clarke, Keziah E. EOP/USTR To Mar 17 →	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	Readout of Senior Advisors' trip to the Carolinas Exemption 6 Baltzan, Elizabeth V. EOP/USTR	
12 <sup>PM</sup>		
1	EOP Chiefs Monthly Sync; Exemption 6	
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6	Recent interagency meeting; O'Donovan, Michael EOP/USTR	

# March 11, 2023

Saturday

March 2023

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April 2023

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SATURDAY		Notes
11		
← From Mar 10      KEC OOO - Clarke, Keziah E. EOP/USTR      To Mar 17 →		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# March 12, 2023

Sunday

March 2023

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April 2023

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SUNDAY		Notes
	12	
	← From Mar 10      KEC OOO - Clarke, Keziah E. EOP/USTR      To Mar 17 →	
7 <sup>AM</sup>		
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# March 13, 2023

Monday

March 2023

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April 2023

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MONDAY		Notes
	13	
	← From Mar 10      KEC OOO - Clarke, Keziah E. EOP/USTR      To Mar 17 →	
	Catherine's First Day - Lance, Ginna L. EOP/USTR	
7 <sup>AM</sup>		
8	Call: Sara Schuman	
9		
10	AUSTR Call Part 2; <b>Exemption 6</b>	
	Weekly COS/WHL Call; James, Maya C. EOP/WHO	
11	Meeting: Senior Advisors AKT Office	
12 <sup>PM</sup>	Tai, Katherine C. EOP/USTR	
	Japan CMA huddle; W200; Bianchi, Sarah A. EOP/USTR	
1		
2	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
	IIP Negotiator Chat; Webex Link Below; Lance, Ginna L. EOP/USTR	
3	Heather/Ginna ; Webex Link Below; Lance, Ginna L. EOP/USTR	
4		
	Brazil Follow-Up Meeting ; AJW's office; conference line call in info below if needed ; Wf	
5		
	Call: AGOA, South Africa, Russia Discussion; <b>Exemption 6</b>	
6		



# March 14, 2023

Tuesday

March 2023

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April 2023

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TUESDAY		Notes
	14	
	← From Mar 10	KEC OOO - Clarke, Keziah E. EOP/USTR
	To Mar 17	→
7 <sup>AM</sup>	<b>Exemption 6</b>	
8		
9		
10	<b>USTR Internal AGOA Discussion; WebEx</b> <b>Exemption 6</b>	
	<b>Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR</b>	
11	<b>Meeting: DUSTRs; Winder 203</b>   <b>Exemption 6</b>   Tai, Katherine C. EC	
12 <sup>PM</sup>		
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2		
3	<b>Weekly EU CMA/TTC Discussion ; Winder 203 (Conf. line info below as needed); Whit</b>	
4	<b>Trade Agenda Hearing Prep</b> Winder 203 Tai, Katherine C. EOP/USTR	
5		
6	<b>Matt Duss FPFC dinner</b> <b>Exemption 6</b> , Washington, DC 20006, United States	

# March 15, 2023

Wednesday

March 2023

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April 2023

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WEDNESDAY		Notes
	15	
	← From Mar 10	KEC OOO - Clarke, Keziah E. EOP/USTR
		To Mar 17 →
7 <sup>AM</sup>		
8		
9	FO Check In; Exemption 6	
10	Weekly Cabinet COS Call; James, Maya C. EOP/WHO	
11	USTR/Senior Staff; Winder 203/ Dial in Exemption 6; Tai, Kathi	
12 <sup>PM</sup>	Invitation: New Security Challenges Study group: Group discussion @ Wed Exemption 6 @fan.gov	
1	Call: Kemi Badenoch (UK) Exemption 6	
	Sarah Beran	
2	Meeting: Chair Lina Khan W203; Tai, Katherine C. EOP/USTR	
3	Global Arrangement Legislation; McCarthy, Daniel M. EOP/USTR	
4	Call Mike Wessel	
5	Call: Sec Kerry; Exemption 6 Tai, Katherine C. EOP/USTR	
	Weekly Cabinet Call; Exemption 6 Weekly Cabinet Call; Walker, Serena E.	
6	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U	

# March 16, 2023

Thursday

March 2023

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April 2023

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THURSDAY		Notes
	16	
	← From Mar 10      KEC OOO - Clarke, Keziah E. EOP/USTR      To Mar 17 →	
7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Meeting</b> <b>Exemption 6</b>	<b>OGC Planning Next Steps; Webex Link Be</b>
10	<b>IPEF public summaries sync; Exemption 6</b>	
11	<b>Paul Neureiter USTR Interview / Ambassador Bianchi; USTR Building: 600 17th Street I</b> <b>[EXTERNAL] Virtual Meeting: Sonia and Heather; Microsoft Teams Meeting; Sonia ZVE</b>	
12 <sup>PM</sup>	<b>Exemption 6</b>	
1	<b>Exemption 6</b>	
2	<b>Heather/Ginna; Webex Below; Lance, Ginna L. EOP/USTR</b>	
3	<b>Heather &lt;&gt;Matthew ; W211; Hoeck, Matthew J. EOP/USTR</b>	
4	<b>[EXTERNAL] Invitation: FW: Monthly All</b> TBA <b>Exemption 6</b> @gmail.com	<b>Ambassador Brigety Discussion; Microsof</b>
5	<b>Exemption 6</b>	
6	<b>Exemption 6</b>	

# March 17, 2023

Friday

March 2023

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April 2023

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FRIDAY		Notes
	17	
	← From Mar 10	KEC OOO - Clarke, Keziah E. EOP/USTR
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	Meeting: Japan CMA Rollout; W203 / Exemption 6; Hoeck, Matthe	
12 <sup>PM</sup>	Weekly Taiwan Check In; Exemption 6	
	Heather/Ginna; Heather calls Ginna; Lance, Ginna L. EOP/USTR	
1	Kenya -- Follow-up check in ; Exemption 6	
2	BABA Discussion w/Heather; Exemption 6	
	AGOA Forum -- sync/check-in; Exemption 6	
3	Heather/Laurie-Ann; Winder 211; Lance, Ginna L. EOP/USTR	
4	Heather H & Mike P; EEOB 367 (Mike's); Pyle, Mike J. EOP/NSC	
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# March 18, 2023

Saturday

March 2023

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April 2023

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SATURDAY		Notes
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# March 19, 2023

Sunday

March 2023

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April 2023

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SUNDAY		Notes
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# March 20, 2023

Monday

March 2023

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April 2023

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MONDAY		Notes
	20	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR ~	
10	Weekly COS/WHL Call; James, Maya C. EOP/WHO ~	
11		
12 <sup>PM</sup>	Meeting: Senior Advisors; AKT Office; Tai, Katherine C. EOP/USTR ~	
1	Todd Tucker and Isabel Hurlburt, Heather F. EOP/USTR *Rollout Plan Attached* Zoom: Japan --	
2	Meeting: AKT Kenya Travel; Exemption 6	
3	Meeting: Beijing Developments W218 Tai, Katherine C. EOP/USTR	
4	Heather/Ginna; Webex Link Below; Lance, Ginna L. EOP/USTR	
5	Calendar sync; Heather's Office; Annino, Angelica Z. EOP/USTR	
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# March 21, 2023

Tuesday

March 2023

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April 2023

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TUESDAY		Notes
	21	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
10	Ellerman SEAP Interview; W200; Bianchi, Sarah A. EOP/USTR	
11		
	*Attached: Work Plan Proposal* Zoom: L Exemption 6	
12 <sup>PM</sup>	Meeting: IPEF Readout; AKT Office; Tai, Katherine C. EOP/USTR	
1	Meeting: IPEF Public Engagement Working Group W203; Hurlburt, Heather F. EOP/USTR	
2	Meeting: Mike Pyle; AKT Office ; Tai, Katherine C. EOP/USTR FO/Admin/HR - Check In; Exemption 6	
3	Weekly EU CMA/TTC Discussion ; Winder 203 (Conf. line info below as needed); White, Jayme R. EOP/USTR Director of Human Capital: Val + Heather; USTR Building: 600 17th Street NW, Washington, DC 20503	
4	AJW to Discuss London with Heather ; AJW's Office ; White, Jayme R. EOP/USTR	
5	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Meeting: Sarah Ellerman; AKT Office; Tai, Katherine C. EOP/USTR	
6		



# March 22, 2023

Wednesday

March 2023

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April 2023

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WEDNESDAY		Notes
	22	
7 <sup>AM</sup>		
8		
9	FO Check In; <b>Exemption 6</b>	
10		
11	<b>USITC Briefing on Economic Impact of Section 232 and 301 Tariffs on U.S. Industries</b> Virtual Shpiece, William F. EOP/USTR	<b>Meeting: Weekly Scheduling Feedback</b> USTR/Senior Staff; Winder 203/ <b>Exemption 6</b>
12 <sup>PM</sup>	<b>Trade Agenda Hearing Prep</b> Winder 203 Tai, Katherine C. EOP/USTR	
1	<b>Exemption 6</b>	
2	<b>Director of Human Capital: Tina + Heather;</b> USTR Building: 600 17th Street NW, Washir	
3	<b>MEETING: DeLauro Working Group</b> 2413 Rayburn HOB Tai, Katherine C. EOP/USTR	<b>Meeting: Matt Squeri</b> HH Office; Winder Building; Hurlburt, Heatf
4	<b>Meeting: Pandemic Accord</b> Winder 203 Hoeck, Matthew J. EOP/USTR	
5	<b>Women's History Month Event</b> East Room - Meet Sanam at WW Awning Tai, Katherine C. EOP/USTR	<b>FW: USTR-NSC Sync on Digital in TTC;</b> ht
6	<b>Exemption 6</b>	

# March 23, 2023

Thursday

March 2023

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April 2023

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THURSDAY		Notes
	23	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid green; padding: 2px;">Week Ahead AUSTRs Meeting Exemption 6</div> <div style="border: 1px solid green; padding: 2px; margin-left: 10px;">APEC and IPEF Detroit Meeting 3 Exemption 6</div>	
10		
11	<div style="border: 1px solid green; padding: 2px;">[EXTERNAL] Meeting: Heather Hurlburt's Zoom Webex SIARIK Simona</div> <div style="border: 1px solid green; padding: 2px; margin-left: 10px;">Heather Hurlburt's Zoom Exemption 6 Hurlburt, Heather F. EOP/USTR</div> <div style="border: 1px solid green; padding: 2px; margin-left: 20px;">Sara/Heather/Ginna; Winc</div>	
12 <sup>PM</sup>	<div style="border: 1px solid green; padding: 2px;">Call: ONCD/USTR; Haas, B</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">Catch up on UK; Heather's office; Wedding, Timothy J. EOP/USTR</div>	
1	<div style="border: 1px solid green; padding: 2px;">Sync on Global Arrangement Next Steps; Exemption 6</div> <div style="background-color: black; color: red; padding: 5px; font-weight: bold; font-size: 1.2em;">Exemption 6</div>	
2	<div style="border: 1px solid green; padding: 2px;">Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR</div> <div style="border: 1px solid green; padding: 2px; margin-top: 5px;">Meeting: Monthly with Bill Shpiece; Heather's Office (211); Hurlburt, Heather F. EOP/USTR</div>	
3	<div style="border: 1px solid green; padding: 2px;">USTR/OA Connect ; Webex Link Below; Lance, Ginna L. EOP/USTR</div>	
4	<div style="border: 1px solid green; padding: 2px;">[EXTERNAL] Webex meeting invitation: DAS Scott &amp; DAS Basu Discussion w/ Con</div>	
5		
6	<div style="border: 1px solid green; padding: 2px;">HFH call</div>	

# March 24, 2023

Friday

March 2023

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April 2023

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FRIDAY		Notes
	24	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	Meeting: Khan/Kanter Idea; Heather's Office; Hurlburt, Heather F. EOP/USTR	
	Call: Dave Noble; HH to call DN at Exemption 6; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	chris wilson	
1	Heather/Ginna; Heather calls Ginna; Lance, Ginna L. EOP/USTR	
2		
3	Heather <> Costa catchup ; Exemption 6 Costa, Kristina L. EOP/WHO	
4		
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# March 25, 2023

Saturday

March 2023

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April 2023

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SATURDAY		Notes
	25	
7 <sup>AM</sup>		
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12 <sup>PM</sup>	<b>Exemption 6</b>	
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# March 26, 2023

Sunday

March 2023

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April 2023

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SUNDAY		Notes
	26	
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12 <sup>PM</sup>		
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# March 27, 2023

Monday

March 2023

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April 2023

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MONDAY		Notes
	27	
	Anthony's First Day - Lance, Ginna L. EOP/USTR	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
10	Weekly Webex: USTR/AUSTR/FO Exemption 6 Hurlburt	
11		
	Meeting: Tim Wedding Check-In; AKT Office; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Meeting: APEC Speakers; HH Office; Hurlburt, Heather F. EOP/USTR	
1	<b>Exemption 6</b>	
	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
2		
	TIST; Exemption 6	
3		
	Meeting: IPEF Digital W203 Tai, Katherine C. EOP/USTR	
4		
	Meeting: Memo Review; AKT Office ; Tai, Katherine C. EOP/USTR	
5		
	Meeting: Korea Trip Review; AKT Office ; Tai, Katherine C. EOP/USTR	
6		
	Meeting: DG Ngozi (WTO); AKT Office; Tai, Katherine C. EOP/USTR	

# March 28, 2023

Tuesday

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
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April 2023

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TUESDAY		Notes
	28	
	SEOUL To Mar 29 →	
7 <sup>AM</sup>		
8		
9		
10	<b>Event: CMA Signing; W203; Tai, Katherine C. EOP/USTR</b> <b>Meeting: Strategy/Catch Up Session</b> AKT Office Tai, Katherine C. EOP/USTR	
11	<b>USTR --&gt; IAD</b> Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
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# March 29, 2023

Wednesday

March 2023

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April 2023

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WEDNESDAY		Notes
	29	
	← From Mar 28	SEOUL
7 <sup>AM</sup>		
8		
9	FO Check In; <b>Exemption 6</b>	<b>USTR's Mini Retirement Workshop for Late Career Employees</b> <b>Exemption 6</b> Enoch, Tiffany R. EOP/USTR
10	Weekly Cabinet COS Call; James, Maya	
11		
12 <sup>PM</sup>		
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2		
3	<b>USTR FTC Call Regarding IPEF digital issues</b> <b>Exemption 6</b> Tanner, Robb S. EOP/USTR	
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# March 30, 2023

Thursday

March 2023

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April 2023

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THURSDAY		Notes
	30	
7 <sup>AM</sup>		
8		
9		
10	<b>Week Ahead AUSTRs Meeting</b> <b>Exemption 6</b> Hurlbu	
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12 <sup>PM</sup>		
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5	<b>Exemption 6</b>	
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# March 31, 2023

Friday

March 2023

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April 2023

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FRIDAY		Notes
	31	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11		
12 <sup>PM</sup>		
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3	USTR/NSC/State Meeting on AGOA ; Webex; Burnham, Katie G. EOP/NSC	
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# April 1, 2023

Saturday

April 2023

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May 2023

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SATURDAY		Notes
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12 <sup>PM</sup>		
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# April 2, 2023

Sunday

April 2023

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May 2023

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SUNDAY		Notes
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12 <sup>PM</sup>		
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# April 3, 2023

Monday

April 2023

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May 2023

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MONDAY		Notes
	3	
7 <sup>AM</sup>		
8		
9	<b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR ~	
10	<b>Meeting: USTR/AUSTR/FO</b> Annex/ <b>Exemption 6</b> ~	
	<b>Weekly COS/WHL Call;</b> James, Maya C. EOP/WHO ~	
11	<b>Meeting: Senior Advisors;</b> AKT Office; Tai, Katherine C. EOP/USTR ~	
12 <sup>PM</sup>	<b>Meeting: Ginna + Dan;</b> HH Office ; Hurlburt, Heather F. EOP/USTR <b>Exemption 6</b> Heather/Shantanu Connect; Heather's Of	
1	<b>Meeting: Nick Thomas-Symonds ;</b> <b>Exemption 6</b>	
2	<b>Meeting: 4 Year Review Update;</b> W203/ <b>Exemption 6</b> Tai, Katherine	
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# April 4, 2023

Tuesday

April 2023

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May 2023

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TUESDAY		Notes
	4	
7 <sup>AM</sup>		
8	<b>Meeting: G7 Trade Ministerial</b> Virtual/ Winder 203 Tai, Katherine C. EOP/USTR	
9		
10	<b>Meeting: AAG Jonathan Kanter</b> ; Winder 203; Tai, Katherine C. EOP/USTR	
11	<b>Fisheries Announcement Planning Call</b> ; <b>Exemption 6</b>	
12 <sup>PM</sup>	<b>Exemption 6</b> <b>Secure Call: CPTPP (NSC/USTR/State)</b> ; Please call <b>Exemption 6</b> ; Todd, Nora C. EOP/	
1	<b>Meeting: AGOA</b> Heather's Office; <b>Exemption 6</b> ; Hurlburt, Heather F. EOP/USTR	
2	<b>Gautam Raghavan &lt;&gt; Heather Hurlburt</b> ; GR's office, EEOB 144; Hart, Rick W. III EOP/W <b>FO/Admin/HR - Check In</b> ; <b>Exemption 6</b>	
3	<b>Weekly EU CMA/TTC Discussion</b> ; Winder 203 - Conference Call Information below a: ~ <b>11:00am Monthly Meeting: Sarah Felc</b> ~ <b>Agenda Item for SF meeting</b>	
4	<b>Meeting: AU Speech Prep</b> ; AKT Office ; Tai, Katherine C. EOP/USTR <b>Meeting: Heather + Katie</b> ; AKT Office; Tai, Katherine C. EOP/USTR ~	
5	<b>Heather/Ginna</b> ; Webex link below ; Lance, Ginna L. EOP/USTR	
6		
	7:00pm - 7:15pm Call: Sara Schumar <b>Exemption 6</b>	

# April 5, 2023

Wednesday

April 2023

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May 2023

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WEDNESDAY		Notes
	5	
	Detroit Pre-Advance - Clarke, Keziah E. EOP/USTR	To Apr 6 →
7 <sup>AM</sup>		
8		
9	FO Check In; Exemption 6	
	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/L	
10	Meeting: USTR/Senior Staff Winder 203/ Dial in Exemption 6	Weekly Cabinet COS Call; James, Maya
11		
12 <sup>PM</sup>		
	Global Arrangement Legislation; W223; Cruz, Diamonde I. EOP/USTR	
1	<b>Exemption 6</b>	
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# April 6, 2023

Thursday

April 2023

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May 2023

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THURSDAY		Notes
6	<p>← From Apr 5</p> <p>Detroit Pre-Advance - Clarke, Keziah E. EOP/USTR</p>	
7 <sup>AM</sup>		
8	<b>Exemption 6</b>	
9		
10		<p><b>Week Ahead AUSTRs Meeting</b></p> <p><b>Exemption 6</b></p>
11		
12 <sup>PM</sup>		
1	<p><b>Weekly Logistics Sync</b>; Winder 211; Annino, Angelica Z. EOP/USTR</p> <p><b>Meeting on Competition</b> ; Heather's Office; Beth to Call In; <b>Exemption 6</b></p>	
2	<p><b>Jayme &amp; Heather Discuss CBP and Hill issue</b> ; AJW's Office ; White, Jayme R. EOP/USTF</p>	
3	<p><b>USTR Personnel Connect</b>; Webex Link Below; Lance, Ginna L. EOP/USTR</p>	
4	<p><b>PC</b></p>	
5		
6	<b>Exemption 6</b>	



# April 7, 2023

Friday

April 2023

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May 2023

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FRIDAY		Notes
	7	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	PC Debrief W218; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	EOP Chiefs Monthly Sync; Exemption 6 Deconflicting/Planning Meeting; W203 or Dial In Exemption 6 Hu	
2	Meeting: IPEF Engagement Strategy W203 / Dial in Exemption 6 Tai, Katherine C. EOP/USTR	
3	Heather / ASB Sync; W200; Bianchi, Sarah A. EOP/USTR Heather/AZA sync; Heather's Office; Annir Weekly Taiwan Check In; Exemption 6	
4	Meeting: Heather; Tai, Katherine C. EOP/USTR	
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# April 8, 2023

Saturday

April 2023

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May 2023

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SATURDAY		Notes
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12 <sup>PM</sup>		
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# April 9, 2023

Sunday

April 2023

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May 2023

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SUNDAY		Notes
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7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# April 10, 2023

Monday

April 2023

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May 2023

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28	29	30	31			

MONDAY		Notes
	10	
7 <sup>AM</sup>		
8	<div style="background-color: black; color: red; font-size: 2em; padding: 10px; display: inline-block;">Exemption 6</div>	
9		Meeting: Weekly Lookahead; AKT Offi
10		Weekly Webex: USTR/AUSTR/FO Exemption 6
11		
12 <sup>PM</sup>		
1		
2		Meeting: Senior Advisors; AKT Office;
3		Meeting: May Calendar Sync (Scheduling + IAPE); AKTs Office; Tai, Katherine C. EOP/U
4		Zoom: ROK Labor; Exemption 6
5		NSC re China followon; EEOB
6		

# April 11, 2023

Tuesday

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
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May 2023

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21	22	23	24	25	26	27
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TUESDAY		Notes
	11	
7 <sup>AM</sup>		
8		
9	EU CMA Text (NSC + USTR); <b>Exemption 6</b>	
10	Zoom: ROK DOL Engagement (NSC/USTI) Meeting: DUSTRs AKT Office; <b>Exemption 6</b>	
11	Heather and Andrea connect; <b>Exemption 6</b> Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	Meeting: OGC Follow-up ; AKT Office ; Tai, Katherine C. EOP/USTR	
1	AICGS Prep/Lunch	
2	Meeting: Sushan Demirjian; Heather's Office; Hurlburt, Heather F. EOP/USTR Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
3	Weekly EU CMA/TTC Discussion ; <b>Exemption 6</b> USTR --> AICGS Office; 1776 Massachusetts Avenue, N.W.; Suite 600	
4	Meeting: AICGS Spring Members Meeting AICGS Office; Suite 600	
5		
6		

# April 12, 2023

Wednesday

April 2023

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May 2023

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WEDNESDAY		Notes
	12	
7 <sup>AM</sup>		
8	<b>HOLD Secure Call: Sara Schuman;</b> Sara to initiate call; Hurlburt, Heather F. EOP/USTR	
9	<b>FO Check In;</b> Exemption 6	
10	<b>ASB/Heather/Shantanu Sync;</b> W200; Bianchi, Sarah A. EOP/USTR <b>Meeting: Weekly Scheduling Feedback;</b> <b>Weekly Cabinet COS Call;</b> James, Maya	
11	<b>USTR/Senior Staff</b> Winder 203/ Dial in Exemption 6 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>HFH Lunch Michael Lodico</b> FDIC - 550 17th St NW, Washington, DC 20429, United States	
1	<b>Meeting: Dombrovskis Prep;</b> W203; Tai, Katherine C. EOP/USTR	
2	<b>Meeting: Erika Moritsugu</b> AKT Office; Tai, Katherine C. EOP/USTR	
3	<b>Meeting: Jamesa Hunter;</b> W211; Hurlburt, <b>Weekly IndoPacific Check-In;</b> Exemption 6 <b>Heather/Ginna;</b> Webex Link Below; Lance, Ginna L. EOP/USTR	
4	<b>Meeting: Asad Ramzanali;</b> Winder 211; Hurlburt, Heather F. EOP/USTR	
5	<b>USTR East Africa Trip Planning;</b> Exemption 6 <b>Denver Check In;</b> HH Office; Hurlburt, Heather F. EOP/USTR	
6		

# April 13, 2023

Thursday

April 2023

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May 2023

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THURSDAY		Notes
	13	
7 <sup>AM</sup>		
8		
9	<p><b>Meeting: Manila &amp; Tokyo Trip Review ;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Week Ahead AUSTRs Meeting</b> <b>APEC / IPEF Detroit Strategic Meeting 5;</b>  <span style="background-color: black; color: red; padding: 2px;">Exemption 6</span></p>	
10	<p><b>Meeting: EVP Dombrovskis</b>                      Winder 203                      Tai, Katherine C. EOP/USTR</p>	
11		
12 <sup>PM</sup>	<p><b>USTR/Labor Connect re: AAPI month;</b> Webex link below; Lance, Ginna L. EOP/USTR</p>	
1	<p><b>AKT Zoom: J. Chen Weiss;</b> Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Monthly with Bill Shpiece;</b> Heather's Office (211); Hurlburt, Heather F. EOP/USTR</p>	
2	<p><b>ADM/Heather Hurlburt- Check in;</b> W423; Cruz, Diamonde I. EOP/USTR</p> <p style="background-color: black; color: red; font-size: 1.5em; padding: 5px;"><b>Exemption 6</b></p>	
3	<p><b>In-Person Cabinet Chiefs Meeting</b>                      Diplomatic Reception Room EEOB 210/212                      James, Maya C. EOP/WHO</p>	
4	<p><b>Meeting: AANHPI Month Speech Prep;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
5	<p><b>May/June Planning;</b> HH Office; Hurlburt, Heather F. EOP/USTR</p>	
6		

# April 14, 2023

Friday

April 2023

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May 2023

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FRIDAY		Notes
	14	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	FMCS/USTR; Webex Link Below; Lance, Gir Call: Professor Rodrik Exemption 6 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Meeting: China Trade; W218; Tai, Katherine C. EOP/USTR	
1	Heather/Ginna; Webex Link below; Lance, Ginna L. EOP/USTR Call: Josh Tzucker; HH to call JT at Exemption 6; Hurlburt, Heather F. EOP/USTR	
2	Meeting on Non-Market Policies and Practices EEOB 374: SMS Exec (reserved) Todd, Nora C. EOP/NSC	
3	Meeting: Mark Malloch-Brown (Open Society Foundation) ; AKT Office ; Tai, Katherine	
4	Meeting: Commissioner Muchanga (African Union) ; Winder 203; Tai, Katherine C. EOP	
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# April 15, 2023

Saturday

April 2023

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May 2023

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SATURDAY		Notes
	15	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# April 16, 2023

Sunday

April 2023

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May 2023

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SUNDAY		Notes
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12 <sup>PM</sup>		
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# April 17, 2023

Monday

April 2023

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May 2023

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MONDAY		Notes
	17	
	KEC TOKYO - Clarke, Keziah E. EOP/USTR To Apr 20 →	
7 <sup>AM</sup>		
8		
9		
10	Weekly COS/WHL Call; James, Maya C. EOP/WHO	
11	Heather/Tim; Heather's office; Wedding, Timothy J. EOP/USTR	
12 <sup>PM</sup>	Telework/Remote Work Planning; Webex Link Below; Lance, Ginna L. EOP/USTR	
1		
2	Meeting: Sam Michel; HH Office; Hurlburt, Heather F. EOP/USTR	
	Meeting: Shelly Stoneman; HH Office	
3	Greta/Heather; W223; Cruz, Diamond I. EOP/USTR	
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# April 18, 2023

Tuesday

April 2023

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May 2023

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TUESDAY		Notes
	18	
	← From Apr 17	KEC TOKYO - Clarke, Keziah E. EOP/USTR To Apr 20 →
7 <sup>AM</sup>	Quarterly Reminder: Test GETS Card; Phone; Aqueche, Victor A. EOP/USTR	
8	HFH WFH -- phone/zoom meetings pls	
9		
10		
11		
12 <sup>PM</sup>	Heather/Ginna; Webex Link Below; Lance, Ginna L. EOP/USTR	
1	Weekly Taiwan Check In; Exemption 6	
2	Chamber Letter Quick Huddle; W200; Bianchi, Sarah A. EOP/USTR	
	FO/Admin/HR - Check In; Exemption 6	
3	Weekly EU CMA/TTC Discussion Conference Call (not in-person) ; Conference call	
	CMA sync	
4	Meeting: David Weller + Nicholas Bramble ; Heather's Office	
5		
6		

# April 19, 2023

Wednesday

April 2023

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May 2023

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WEDNESDAY		Notes
	19	
← From Apr 17      KEC TOKYO - Clarke, Keziah E. EOP/USTR      To Apr 20 →		
7 <sup>AM</sup>		
8	<b>HFH WFH -- zoom/phone meetings please</b>	
9		
10	<b>Weekly IndoPacific Check-In</b> <b>Exemption 6</b>	
11	<b>Weekly Cabinet COS Call; James, Maya</b>	
12 <sup>PM</sup>	<b>Synch - weather permitting</b> Shmavonian, Livia R. EOP/OMB	
1		
2	<b>Greta/Heather;</b> Heather's Office; Peisch, Greta M. EOP/USTR <b>Heather/ Matthew Connect ;</b> Hurlburt, Heather F. EOP/USTR	
3	<b>FO Fellows;</b> Webex Link below; Lance, Ginna L. EOP/USTR	
4		
5	<b>Weekly Cabinet Call;</b> Walker, Serena E. EOP/WHO	
6		

# April 20, 2023

Thursday

April 2023

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May 2023

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THURSDAY		Notes
	20	
	← From Apr 17	KEC TOKYO - Clarke, Keziah E. EOP/USTR
7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Meeting</b> Exemption 6	<b>Call Katie</b>
10		
11	<b>[EXTERNAL] Meeting at CEPA: Heather Hurlburt and Alina Polyakova</b> CEPA HQ, 1275 Pennsylvania Ave NW, Suite 400, Washington, DC 20004; Alina Polyakova	
12 <sup>PM</sup>	<b>Lunch: Kelli Meiman</b> Exemption 6 Washington, DC 20006	
1	Hurlburt, Heather F. EOP/USTR	
2	<b>MTG: S/P + Heather Hurlburt</b> US Department of State 2201 C Street NW - Suite 7311 Washington, DC 20520 Visitors En	
3		
4	<b>[EXTERNAL] Invitation: FW: Monthly All</b> TBA Exemption 6@gmail.com	<b>Monthly All Trade Advisory Committees</b> Participant Dial-In: Exemption 6 Particip. MBX USTR IAPE
5	<b>Global Arrangement Follow-up; Exemption 6</b>	
6		

# April 21, 2023

Friday

April 2023

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May 2023

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FRIDAY		Notes
	21	
7 <sup>AM</sup>		
8		
9	FO Call ; Exemption 6	
10	Tom wright Weekly All COS Call; James, Maya C. EC	
11	IPEF Tranche 2 - IPR text; Exemption 6	
12 <sup>PM</sup>	USTR Press Secretary Interview: Marisol + Heather; Winder 600 17th Street NW; Lance Quick sync - HFH office or by Zoom; Exemption 6	
1	1:30pm Meeting: Bi-Monthly with Charles King; Heather's Office (211); Hurlburt, He [EXTERNAL] Updated invitation with note: Heather & Anyana Senior Leader & Pl	
2	Call: Debriefing Call; Exemption 6	
3	AKT 2-Week LookAhead; WebEx; Annino, Angelica Z. EOP/USTR	
4	Heather Hurlburt <> Chris Wilson APEC; Exemption 6	
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# April 22, 2023

Saturday

April 2023

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May 2023

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SATURDAY		Notes
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12 <sup>PM</sup>		
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# April 23, 2023

Sunday

April 2023

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May 2023

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SUNDAY		Notes
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# April 24, 2023

Monday

April 2023

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May 2023

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MONDAY		Notes
	24	
	KEC DENVER - Clarke, Keziah E. EOP/USTR To Apr 28 →	
	Camille's First Day - Lance, Ginna L. EOP/USTR	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
	Weekly Webex: USTR/AUSTR/FO	
	Exemption 6	
10	USTR Press Secretary Interview: Exemption 6 Weekly COS/WHL Call; James, Maya C.	
11	Meeting: Susan Helper	
	AKT Office ; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	Heather/Ginna; Webex Link Below; Lance, Ginna L. EOP/USTR	
2	Meeting: Senior Advisors; AKT Office; Tai, Katherine C. EOP/USTR	
	Meeting: IPEF Digital; AKT Office; Tai, Katherine C. EOP/USTR	
3	Meeting: Jake Speech Huddle; AKT Office; Tai, Katherine C. EOP/USTR	
4	Press Secretary Touch Base; Heather's Office (call Ginna); Lance, Ginna L. EOP/USTR	
5		
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# April 25, 2023

Tuesday

April 2023

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May 2023

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TUESDAY		Notes
	25	
	← From Apr 24      KEC DENVER - Clarke, Keziah E. EOP/USTR      To Apr 28 →	
7 <sup>AM</sup>		
8		
9		
10	USTR + NSC Taiwan FTA Discussion; <b>Exemption 6</b>	
11	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
	FW: PPO / USTR Connect; <b>Exemption 6</b>	
12 <sup>PM</sup>		
1	USTR/Senior Staff Winder 203/ Dial in <b>Exemption 6</b> Tai, Katherine C. EOP/USTR	
2	Meeting: TTC Planning ; Heather's Office ; Hurlburt, Heather F. EOP/USTR	
3	Meeting: Korea Prep ; W203 ; Tai, Katherir      Private Appointment	
4	*New Location* NMPP Follow-Up Meeting EEOB 445 Todd, Nora C. EOP/NSC	
5	Cabinet Call; Webex; Walker, Serena E. EOI      Cabinet Call ; <b>Exemption 6</b>	
6		

# April 26, 2023

Wednesday

April 2023

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May 2023

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WEDNESDAY		Notes
	26	
	← From Apr 24      KEC DENVER - Clarke, Keziah E. EOP/USTR      To Apr 28 →	
	Shantanu OOO - Tata, Shantanu S. EOP/USTR      To Apr 28 →	
7 <sup>AM</sup>		
8		
	<b>Deputy Chairs EU-US Incentive Dialogue</b> <b>Exemption 6</b>	
9	<b>FO Check In; Exemption 6</b>	
	<b>Weekly IndoPacific Check-In</b> <b>Exemption 6</b>	
10		
11		
12 <sup>PM</sup>		
1	<b>APEC Policy Dialogue Sync; Exemption 6</b>	
2		
3	<b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b>	
	<b>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR</b>	
4	<b>Sync: UK Trade; Exemption 6</b>	
5	<b>Exemption 6</b>	
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# April 27, 2023

Thursday

April 2023

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May 2023

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THURSDAY		Notes
	27	
	← From Apr 24      KEC DENVER - Clarke, Keziah E. EOP/USTR      To Apr 28 →	
	← From Apr 26      Shantanu OOO - Tata, Shantanu S. EOP/USTR      To Apr 28 →	
	AZA - WFH - Annino, Angelica Z. EOP/USTR      To Apr 28 →	
7 <sup>AM</sup>		
8		
9	<b>FO/AGOA Conversation; Exemption 6</b>	
	<b>Week Ahead AUSTRs Meeting</b> <b>Exemption 6</b>	
10	<b>Zoom: IPEF Touch Base; Exemption 6</b>	
11	<b>Heather/Doug/Ginna; Heather's Office Winder 211 (call Ginna); Lance, Ginna L. EOP/UST</b>	
	<b>USITC Briefing on AGOA Report</b> Virtual Shpiece, William F. EOP/USTR	
12 <sup>PM</sup>	<b>EU CMA-Internal Call; Exemption 6</b>	
1	<b>Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR</b>	
	<b>Heather/Katie/Ginna ; Webex Link Below; Lance, Ginna L. EOP/USTR</b>	
2	<b>[EXTERNAL] Updated invitation: CDT:US</b> <b>@cdt.org</b> <b>RHowe meeting Schuman; Heather's Offi</b>	
3	<b>Heather - Tim ; Winder 211</b>	
	<b>Heather/Matt Check-in; Heather's Office; Siordia, Matthew T. EOP/USTR</b>	
4	<b>Zoom: EU CMA Update; Exemption 6</b>	
	<b>Meeting: APEC MRT speaking roles; Exemption 6</b>	
5		
	<b>HFH —HSH</b>	
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# April 28, 2023

Friday

April 2023

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May 2023

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FRIDAY		Notes
	28	
	← From Apr 24	KEC DENVER - Clarke, Keziah E. EOP/USTR
	← From Apr 26	Shantanu OOO - Tata, Shantanu S. EOP/USTR
	← From Apr 27	AZA - WFH - Annino, Angelica Z. EOP/USTR
7 <sup>AM</sup>		
8		
9	FO Call ;	Exemption 6
10	Tripartism / Policy Dialogue / Bilats Con	Exemption 6
	Spiegel, Perry F. EOP/USTR	Weekly All COS Call; James, Maya C. EC
11	Heather - Fred	
	Call with Kim Glas	
12 <sup>PM</sup>		
1	<b>Exemption 6</b>	
2	Scheduling Sync with Heather;	WebEx; Annino, Angelica Z. EOP/USTR
3	<b>Exemption 6</b>	
4		Call Connie
5		
6		

# April 29, 2023

Saturday

April 2023

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May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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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			

SATURDAY		Notes
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7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# April 30, 2023

Sunday

April 2023

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23	24	25	26	27	28	29
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May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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SUNDAY		Notes
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7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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6	Call: Ambassador Brigety (South Africa) ; AKT will call Exemption 6 Tai, Katherine C. E	



# May 1, 2023

Monday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

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

MONDAY		Notes
	1	
7 <sup>AM</sup>		
8		
9	<p><b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: USTR/AUSTR/FO Annex/</b> <b>EXEMPTION 6</b></p>	
10	<p><b>Meeting: Marcos Bilat Prep;</b> Winder 203; <b>Weekly COS/WHL Call;</b> James, Maya C.</p>	
11	<p><b>IPEF Prep;</b> Heather's Office/ Heather will ca <b>Meeting: South Africa Prep;</b> Winder 218;</p> <p><b>Meeting: Special Envoys from the Republic of South Africa ;</b> W203 ; Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>		
1		
2		
3	<p><b>Heather + Katie;</b> Heather's office; Hendrickson, Katie L. EOP/USTR</p> <p><b>Call with State/Israel DAS</b></p>	
4	<p><b>Meeting: Congressional Prep;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
5	<p><b>USTR UAW Discussion ;</b> Heather's Office ; Hurlburt, Heather F. EOP/USTR</p>	
6		

# May 2, 2023

Tuesday

May 2023

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

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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TUESDAY		Notes
	2	
	AZA: Los Angeles - Annino, Angelica Z. EOP/USTR To May 7	
7 <sup>AM</sup>		
8	Celeste/Heather EXEMPTION 6 EXEMPTION 6 Drake, Celeste E. EOP/WHO	
9		
10		
11	call mike wessel	
12 <sup>PM</sup>	Zoom: Global Arrangement ; EXEMPTION 6	
	UAW-AFL-USTR sync on APEC/Detroit EXEMPTION 6	
1	Meeting: IPEF Review; AKT Office; Tai, Katl Weekly EU CMA/TTC Discussion ; Wind	
2	Meeting: Minister Ng (Canada) ; W203 ; Tai, Katherine C. EOP/USTR	
3	FO/HR/Admin Bi-Weekly; Webex; Ames, Fred L. EOP/USTR	
4		
5	Meeting: Carter Dougherty; AKT Office; Tai, Katherine C. EOP/USTR	
6		

# May 3, 2023

Wednesday

May 2023

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

June 2023

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

WEDNESDAY		Notes
	3	
	From May 2	AZA: Los Angeles - Annino, Angelica Z. EOP/USTR
	To May 7	
7 <sup>AM</sup>		
8	Zoom: EU CMA Negotiations (USEU, NSC, USTR, Treasury);	EXEMPTION 6
9		
10	Weekly IndoPacific Check-In	EXEMPTION 6
	Weekly Cabinet COS Call; James, Maya C. EOP/WHO	
11	USTR/Senior Staff	EXEMPTION 6
	Winder 203/ Dial in	
	Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	Meeting: IPEF Digital Singapore ; W203; Hurlburt, Heather F. EOP/USTR	
2	Meeting: Global Arrangement and NMPP ; W211; Candaele, Camille R. EOP/USTR	
3		
4	AZA/HH touch base; AZA will call Heather ; Annino, Angelica Z. EOP/USTR	
5	Weekly Cabinet Call; Walker, Serena E.	Weekly Cabinet Call; EXEMPTION 6
6		

# May 4, 2023

Thursday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	4	
	From May 2	AZA: Los Angeles - Annino, Angelica Z. EOP/USTR To May 7
7 <sup>AM</sup>		
8	HFH — John Rossomondo	
9	Week Ahead AUSTRs Meeting	
10	EXEMPTION 6	
11	11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); h	
	Meeting: IMF Consultations Prep; Heather's Office/ Heather will call Karen	EXEMPTION 6
12 <sup>PM</sup>	Zoom: Taiwan FTA Follow-Up;	EXEMPTION 6
1	NMPP Follow-Up Meeting EEOB 445 Todd, Nora C. EOP/NSC	
2	Meeting: Perry and Labor Discussion; Heather's Office ; Hurlburt, Heather F. EOP/USTR	
3		
4	EXEMPTION 6	AGOA Conversation; EXEMPTION 6
5	Nora + Heather Todd, Nora C. EOP/NSC	
6		

# May 5, 2023

Friday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	5	
	From May 2 AZA: Los Angeles - Annino, Angelica Z. EOP/USTR To May 7	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	Josh Zucker	
10	AKT Prep Plan: APEC/IPEF; W211; Candaele, Camille R. EOP/USTR	
	Weekly All COS Call; James, Maya C. EOP/WHO	
11	Heather and Damon catch up by phone; Hurlburt, Heather F. EOP/USTR	
	Meeting: Heather <> Beth ; Heather's Office; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>		
1	EOP Chiefs Monthly Sync; <b>EXEMPTION 6</b>	
	<b>EXEMPTION 6</b>	
2	<b>EXEMPTION 6</b>	
3	AKT 2-Week LookAhead; <b>EXEMPTION 6</b>	
4	Haiti HOPE Conference Call ; Conference Call - Joining Info Below ; Gundermann, Christo	
5		
6		

# May 6, 2023

Saturday

May 2023

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21	22	23	24	25	26	27
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June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
6		
<div style="border: 1px solid green; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From May 2    AZA: Los Angeles - Annino, Angelica Z. EOP/USTR    To May 7 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# May 7, 2023

Sunday

May 2023

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21	22	23	24	25	26	27
28	29	30	31			

June 2023

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

SUNDAY		Notes
7	<div style="border: 1px solid green; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 2px;">■</span> From May 2      AZA: Los Angeles - Annino, Angelica Z. EOP/USTR         </div>	
7 <sup>AM</sup>		
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# May 8, 2023

Monday

May 2023

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28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	8	
7 <sup>AM</sup>		
8		
9	<p><b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Weekly Webex: USTR/AUSTR/FO</b>  <b>EXEMPTION 6</b></p>	
10	<p><b>Greta/Heather;</b> Heather's office ; Cruz, Dial <b>Weekly COS/WHL Call;</b> James, Maya C.</p>	
11	<p><b>Meeting: Senior Advisors</b>            AKT Office            Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>Heather &amp; Sam;</b> Heather's Office; Hurlburt, Heather F. EOP/USTR</p>	
1	<p><b>Meeting: EVP Prep;</b> AKT Office ; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Erica Fuchs (ACTPN) ;</b> AKT Office ; Tai, Katherine C. EOP/USTR</p>	
2	<p><b>AKT Invite Review;</b> Heather's Office/Dial In ; Hurlburt, Heather F. EOP/USTR</p> <p><b>Heather / Sam;</b> Heather's Office; Michel, Sam B. EOP/USTR</p>	
3	<p><b>FW: IMF and USTR: U.S. Article IV 2023 Consult</b>  <b>EXEMPTION 6</b>  <a href="mailto:treasury.gov">treasury.gov</a></p>	
4		
5	<p><b>Heather + Katie;</b> Heather's office; Hendrickson, Katie L. EOP/USTR</p>	
6	<b>EXEMPTION 6</b>	



# May 9, 2023

Tuesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	9	
7 <sup>AM</sup>		
8	<p><b>Call Wessel</b></p>	
9	<p><b>FW: Call: EVP Valdis Dombrovskis; EXEMPTION 6</b></p> <p><b>AKT Kenya trip planning; Via WebEx; Harman, Bennett M. EOP/USTR</b></p>	
10	<p><b>Meeting: DUSTRs; Winder 203   EXEMPTION 6</b>; Tai, Katherine C. EOP/</p> <p><b>State&lt;&gt;EOP APEC Coordination Follow up; Webex; Feldmann, Sarah A. EOP/OA</b></p>	
11		
12 <sup>PM</sup>	<p><b>Meeting: Monthly with Bill Shpiece; Heather's Office (211); Hurlburt, Heather F. EOP/</b></p>	
1	<p><b>Meeting: Chris Wilson; HFH Office; Hurlburt, Heather F. EOP/USTR</b></p>	
2	<p><b>Weekly EU CMA/TTC Discussion ; Winder 203 (Conf. line info below as needed); Whit</b></p>	
3	<p><b>Meeting: Heather + Katie + Greta ; AKT Office; Tai, Katherine C. EOP/USTR</b></p> <p><b>Meeting: Congressional Prep; AKT Office ; Tai, Katherine C. EOP/USTR</b></p>	
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# May 10, 2023

Wednesday

May 2023

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28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	10	
7 <sup>AM</sup>		
8		
9		
10	Weekly Cabinet COS Call; James, Maya C. EOP/WHO	
11	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>[EXTERNAL] Updated invitation: ISAB Study Group Virtual Meeting @ Every 2 weeks from 12pm to 3pm on Wednesday from Wed May 10 to Tue Jul 4 (EDT)</b> (heather.f.hurlburt@ustr.e @fan.gov	
1	AJW & Heather connect r Meeting: Joe Bae (KKR); W HFH -- call with Habonim      HFH —call with Habonim Meeting: Weekly Scheduling Feedback + Invites; AKT	
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# May 11, 2023

Thursday

May 2023

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June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	11	
7 <sup>AM</sup>		
8		
9		
	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b>	
10	<b>[Domestic Content Roll-Out] MEETING</b> <b>AJW/Heather review WestHem revised strategy; AJW's Office ; White, Jayme R. EOP/US</b>	
11	<b>EXEMPTION 6</b>	
12 <sup>PM</sup>		
1	<b>Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR</b>	
2	<b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b>	
3	<b>Meeting: TPE Team; W203   EXEMPTION 6</b> Hurlburt, Heather F. EOP/I	
4	<b>Meeting: Anita Dunn; WW 208; Tai, Kather</b> <b>Heather &lt;&gt; YJ</b>	
5	<b>EXEMPTION 6</b> <b>State/USTR Question Huddle; Webex (link</b>	
6	<b>EXEMPTION 6</b>	

# May 12, 2023

Friday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	12	
7 <sup>AM</sup>		
	(7:40) Heather H & Mike P; Swing's; Pyle, Mike J. EOP/NSC	
8		
9		
10	Heather <> Brendan Weekly All COS Call; James, Maya C. EOP/WHO	
11	State/USTR Update; Webex (link included); Amin, Priyal R. EOP/OA	
12 <sup>PM</sup>	Call: Sec. Raimondo (Commerce); EXEMPTION 6 Tai, Katherine C. EO	
1	Meeting: John Podesta; EEOB 215; Tai, Katherine C. EOP/USTR	
2		
3	Meeting: USTR Staff Awardees Coffee; W203; Tai, Katherine C. EOP/USTR	
4	Mayor & Farmer discuss PRC trade effect Microsoft Teams Meeting Cote-Munoz, Natalia	4:15-4:30 PM Taiwan Timing ; EEOB 387;
5		
6		

# May 13, 2023

Saturday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	13	
7 <sup>AM</sup>		
8		
9		
10		
11	Call: Whaling Briefing; <b>EXEMPTION 6</b> ; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	<b>EXEMPTION 6</b>	
2	<b>EXEMPTION 6</b>	
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# May 14, 2023

Sunday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

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

SUNDAY		Notes
	14	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# May 15, 2023

Monday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	15	
7 <sup>AM</sup>	<b>Quarterly Test of GETS Card</b> Office / Home Aqueche, Victor A. EOP/USTR	
8		
9		
10	<b>Meeting: USTR/AUSTR/FO</b> <b>EXEMPTION 6</b> ; Hurlburt	
	<b>Weekly COS/WHL Call</b> ; James, Maya C. EOP/WHO	
11	<b>Meeting: WTO Reform</b> ; <b>EXEMPTION 6</b>	
	<b>Meeting: Weekly Lookahead</b> ; AKT Office; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR	<b>Weekly Taiwan Check In</b> ; <b>EXEMPTION 6</b>
1		
2		
	<b>Meeting: APEC/IPEF Trip Preview</b> ; Heather's Office; Hurlburt, Heather F. EOP/USTR	
3	<b>Weekly AKT Invite Review (FO)</b> ; Heather's Office/Dial-In (below); Annino, Angelica	
4	<b>Meeting: IPEF Readout</b> ; AKT Office; Tai, K;	<b>Call: Jake Sullivan</b> ; Sullivan will call AKT's \
5		
6		

# May 16, 2023

Tuesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	16	
7 <sup>AM</sup>		
8		
9	<b>Meeting: WestHem Briefing</b> W203; Tai, Katherine C. EOP/USTR	
10	<b>Meeting: WTO and Multilateral Affairs Office;</b> W203; Tai, Katherine C. EOP/USTR	
11		
12 <sup>PM</sup>	<b>Meeting: Chair Khan (FTC);</b> Navy Mess ; Tai, Katherine C. EOP/USTR	
	<b>Meeting: WH Fellow Jacqueline Burgette;</b> HH Office	
1	<b>Meeting: SEAP Staff Question;</b> Heather's Office; Hurlburt, Heather F. EOP/USTR	
	<b>Meeting: APEC Overview</b> W203; Tai, Katherine C. EOP/USTR	
2		
3	<b>Meeting: APEC/IPEF Detroit Travelers Sy</b> Annex/ <b>EXEMPTION 6</b> Candaele, Camille R. EOP/USTR	<b>Meeting: Jacqueline Burgette (WH Fellow</b>
4	<b>Meeting: AGOA Next Steps;</b> Winder 203/ Dial in <b>EXEMPTION 6</b> #; Tai,	
5		
6		



# May 17, 2023

Wednesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

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

WEDNESDAY		Notes
	17	
7 <sup>AM</sup>		
8	<b>EXEMPTION 6</b>	
9	Meeting: Warren & Duckworth Prep ; AKT Office; Tai, Katherine C. EOP/USTR	
10	Heather + Katie; Heather's office; Hendrickson, Katie L. EOP/USTR	
11		
12 <sup>PM</sup>	Fwd: Invitation: ISAB Virtual Study Group Mtg @ Wed May 17, 2023 12pm - 1pm (EDT) (guyka@state.gov) @fan.gov	
1	Meeting: Weekly Scheduling Feedback ; Weekly EU CMA/TTC Discussion ; Wind	
2	USTR --> EEOB *New Room: EEOB 367* NMPP Small Group EEOB 367	
3	Todd, Nora C. EOP/NSC Meeting: IPEF Agriculture Chapter; W203; Tai, Katherine C. EOP/USTR	
4	USTR --> EEOB; EE Cabinet Meeting EEOB Indian Treaty I Tai, Katherine C. EOP/NSC WH Zients Org Hea Indian Treaty Room Bianchi, Sarah A. EO Principals Meeting Indian Treaty Room,	
5		
6		

# May 18, 2023

Thursday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

THURSDAY		Notes
	18	
7 <sup>AM</sup>		
8		
9	<p><b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b></p>	
10	<p><b>[HOLD] Meeting: Memo Review; AKT</b></p> <p><b>Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
11	<p><b>Meeting: EPD Team; EXEMPTION 6</b></p> <p><b>Meeting: Textiles Staffing; Heather's Office; Hurlburt, Heather F. EOP/USTR</b></p>	
12 <sup>PM</sup>	<p><b>HFH -- call Aviva Freedma</b>   <b>HFH -- call with Aviva Fre</b>   <b>Meeting: Amb. Lighthizer;</b></p>	
1	<p><b>Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR</b></p> <p><b>Call Ted Dean</b>   <b>Call with Ted Dean</b>   <b>Meeting: IPEF Chapter (En</b></p>	
2	<p><b>Meeting: Engagement Teams Sync; W203; Hurlburt, Heather F. EOP/USTR</b></p> <p><b>Sync: Global Arrangement; https://picc.zo</b>   <b>Meeting: Labor Affairs Office; W203; Tai,</b></p>	
3	<p><b>Meeting: IPEF Labor Chapter ; W203; Tai, Katherine C. EOP/USTR</b></p> <p><b>Meeting: APEC Labor Dialogue Prep; W203; EXEMPTION 6 #; Tai, Kathe</b></p>	
4	<p><b>[EXTERNAL] Updated invit</b>   <b>Monthly All Trade Advisor</b>   <b>USTR/Senior Staff</b></p> <p>TBA   Participant Dial-In:   Winder 203/ Dial in</p> <p><b>EXEMPTION 6</b>@gmail.com   MBX USTR IAPE  </p>	
5		
6	<b>EXEMPTION 6</b>	

# May 19, 2023

Friday

May 2023

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

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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FRIDAY		Notes
	19	
7 <sup>AM</sup>		
8		
9	Meeting: Laura Buffo; Heather's Office; Hurlburt, Heather F. EOP/USTR	
10	Meeting: Heather, Jamila, Beth Sync; Heather's Office; Hurlburt, Heather F. EOP/USTR	
	Weekly All COS Call; EXEMPTION 6	
	Meeting: UAW/AFLCIO Pre-Event Call; ht	
11	Check SIPR	
12 <sup>PM</sup>	TTC Final Run Through ; Heather's Office/Conference Call ; Gundermann, Christopher D. I	
	Meeting: Skedvance Connect; W211; Hurlburt, Heather F. EOP/USTR	
1	Meeting: Robbie Diamond and Senator Dorgan (SAFE); W203; Tai, Katherine C. EOP/US	
	Meeting: IPEF Chapter Leads (Economic Cooperation/Inclusivity) W203; Tai, Katherine C. EOP/USTR	
2	Meeting: IPEF Chapters (GRP/Trade Facilitation) W203; Tai, Katherine C. EOP/USTR	
3	AKT 2-Week LookAhead; WebEx EXEMPTION 6	
4	Meeting: Ford Memo Review ; W203; Tai, Katherine C. EOP/USTR	
	<b>EXEMPTION 6</b>	
5		
6		

# May 20, 2023

Saturday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	20	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# May 21, 2023

Sunday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	21	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# May 22, 2023

Monday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
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MONDAY		Notes
	22	
7 <sup>AM</sup>		
8		
9	<p><b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: USTR/AUSTR/FO</b> <b>EXEMPTION 6</b></p>	
10	<p><b>NSC Secure call on Micron;</b> Secure Call; Be <b>Weekly COS/WHL Call;</b> James, Maya C.</p>	
11	<p><b>*New Room: EEOB 374* NMPP Small Group</b> EEOB 374 Todd, Nora C. EOP/NSC</p>	
12 <sup>PM</sup>	<p><b>Canceled: Meeting: Enforcement Agenda</b></p> <p><b>Call: IPEF Principal's Call ;</b> <b>EXEMPTION 6</b></p>	
1	<p><b>Meeting: Ben Haas / Heather Hurlburt;</b> Winder Building; Haas, Benjamin E. EOP/NCD</p>	
2		
3	<p><b>HOLD - Global Arrangement IPC</b></p>	
4	<p><b>Meeting: Enforcement Discussion ;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: IPEF General Provisions and Exceptions Text + Services DR;</b> W203; Tai, Kathe</p>	
5	<p><b>Meeting: APEC/IPEF Comms Prep</b> AKT Office ; Tai, Katherine C. EOP/USTR</p>	
6		

# May 23, 2023

Tuesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

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

TUESDAY		Notes
	23	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: DUSTRs; Winder 203   EXEMPTION 6   Tai, Katherine C. EOP/USTR Meeting: IPEF Digital Chapter; W203; Tai, Katherine C. EOP/USTR	
11	Canceled: Meeting: Digital Across Initiatives; W203/ EXEMPTION 6	
12 <sup>PM</sup>	HFH -- call with Workshop	
1	Meeting: AKT+ Heather; AKT Office; Tai, K   Taiwan -- Signing Ceremony Discussion;	
2		
3	Meeting: Sophie Otiende (Global Fund to End Modern Slavery); EXEMPTION 6	
4	Call with PPO EXEMPTION 6	
5	Meeting: APEC Pre-Travel Briefing; EXEMPTION 6 Meeting: Micron Discussion; W218; Tai, Katherine C. EOP/USTR	
6		

# May 24, 2023

Wednesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	24	
7 <sup>AM</sup>		
8		
9	<b>Canceled: Weekly IndoPacific Check-In</b> <b>EXEMPTION 6</b>	
10	<b>Meeting: Sanjay Mehrotra (Micron) ; 202</b>   <b>Weekly Cabinet COS Call; James, Maya</b>	
11	<b>USTR --&gt; DCA; Tai, Katherine C. EOP/USTR</b>	
12 <sup>PM</sup>	<b>[EXTERNAL] Updated invitation: ISAB Study Group Virtual Meeting @ Every 2 weeks from 12pm to 1pm on Wednesday from Wed May 24 to Tue Jul 4 (EDT)</b> <b>EXEMPTION 6</b> @fan.gov	
1		
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3		
4	<b>AGOA Forum; Johnson, Lynette E. EOP/USTR</b>	
5	<b>Weekly Cabinet Call; EXEMPTION 6</b>   <b>Canceled: Weekly Cabinet Call; Walker</b>	
6		
<b>EXEMPTION 6</b>		



# May 25, 2023

Thursday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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June 2023

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

THURSDAY		Notes
	25	
7 <sup>AM</sup>		
8		
9	<p><b>Canceled: Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b></p> <p><b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b></p>	
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12 <sup>PM</sup>		
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# May 26, 2023

Friday

May 2023

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28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	26	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid green; padding: 2px;"> <b>Nora CMA Sync</b> </div> <div style="border: 1px solid green; padding: 2px; margin-left: 150px;"> <b>New Time: Standing Sync: EU CMA (U</b> </div>	
10	<div style="border: 1px solid green; padding: 2px;"> <b>Weekly All COS Call; James, Maya C. EOP/WHO</b> </div>	
11		
12 <sup>PM</sup>		
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# May 27, 2023

Saturday

May 2023

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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	27	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
1	<b>EXEMPTION 6</b>	
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# May 28, 2023

Sunday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	28	
7 <sup>AM</sup>		
8		
9	<b>Cabinet Call</b> UPDATED TO ZOOM - Please dial-in at 9:15 <b>Call: Cabinet Call- Debt Limit; EXEMPTION 6</b>	
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# May 29, 2023

Monday

May 2023

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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	29	
Office Closed - Memorial Day - Hendrickson, Katie L. EOP/USTR		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# May 30, 2023

Tuesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
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June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	30	
7 <sup>AM</sup>		
8		
9		
10	Meeting: <b>EXEMPTION 6</b> Interview; HFH Office - W211; Hurlburt, Heather F. EOP/USTR	
11	Meeting: <b>EXEMPTION 6</b> Interview ; Winder 211; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	Meeting: Kelly Milton; HFH Office; Hurlburt, Heather F. EOP/USTR	
	Camille/Heather Lunch	
	<b>EXEMPTION 6</b>	
1	Stewart Gloster, Camille A. EOP/NCD	
2		
3	Greta/Heather; W223; Cruz, Diamonde I. El	Canceled: Weekly EU CMA/TTC Discus
4	CALL: Karen Lenzy; <b>EXEMPTION 6</b> #; Hurlburt, Heather F. EOP/USTR	
	Weekly AKT Invite Review (FO); WebEx; Annino, Angelica Z. EOP/USTR	
5	<b>EXEMPTION 6</b>	
6	<b>EXEMPTION 6</b>	

# May 31, 2023

Wednesday

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	31	
7 <sup>AM</sup>		
8	Meeting: EXEMPTION 6 Interview; EXEMPTION 6	
9		
10	Weekly Cabinet COS Call; James, Maya C. EOP/WHO	
11	Discussion EEOB 236 Ryker, Jason W. EOP/OA	
12 <sup>PM</sup>		
1	Weekly Taiwan Check In; EXEMPTION 6 APEC SF pre-advance Planning Call; WebEx; Annino, Angelica Z. EOP/USTR	
2	F.O./HR/Admin Check-in; WebEx; Williams, Tina R. EOP/USTR F.O./HR/Admin Check-In Bi-Weekly; V [redacted] FW: Sync: Global Arrangement; EXEMPTION 6	
3	Meeting: EXEMPTION 6 Interview; HFH Office - W211; Hurlburt, Heather F. EOP/USTR Meeting: USMCA FTC Cancun; EXEMPTION 6	
4	EXEMPTION 6 Meeting: Kenya Tri ASB / Heather Sync	
5	ASB IPEF Chapter F W200 Bianchi, Sarah A. EO Weekly Cabinet [redacted] Weekly Cabinet [redacted]	
6		

# June 1, 2023

Thursday

June 2023

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July 2023

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30	31					

THURSDAY		Notes
	1	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>Canceled: Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b>	
	<b>Week Ahead AUSTRs Meeting</b>	
10	<b>EXEMPTION 6</b> Hurlburt	
11		
12 <sup>PM</sup>	<b>Canceled: Weekly IndoPacific Check-In; EXEMPTION 6</b>	
1	<b>Canceled: Meeting: Textiles Office Meeting with AKT; W203; Tai, Katherine C. EOP/UST</b>	
2		
	<b>Meeting: Weekly Scheduling Feedback + Invites; AKT's Office; Tai, Katherine C. EOP/US</b>	
3	<b>Canceled: (TO BECOME AKT LEVEL) IPEF Competition Meeting</b> W200; Bianchi, Sarah A. EOP/USTR	
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# June 2, 2023

Friday

June 2023

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July 2023

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

FRIDAY		Notes
	2	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9		
10	Meeting: Ford Decision Review ; W203 // Weekly All COS Call; James, Maya C. EOP/USTR	
11		
12 <sup>PM</sup>		
1	EOP Chiefs Monthly Sync; https://pitc.z... Meeting: Paris & Latvia Schedule Overview	
2	Call: Minister Patel (South Africa); <b>EXEMPTION 6</b> Meeting: Ford Decision; W203; Tai, Katherine C. EOP/USTR	
3	AKT 2-Week LookAhead; WebEx <b>EXEMPTION 6</b>	
4	Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR	
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# June 3, 2023

Saturday

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
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July 2023

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

SATURDAY		Notes
	3	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# June 4, 2023

Sunday

June 2023

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

July 2023

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

SUNDAY		Notes
	4	
7 <sup>AM</sup>		
8		
9		
10		
11	11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); h	
12 <sup>PM</sup>		
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# June 5, 2023

Monday

June 2023

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

July 2023

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

MONDAY		Notes
	5	
	Invitation: Hold for ISAB Plenary & Study Group June 5-6 @ Mon Jun 5 - Tue Jun 6	
7 <sup>AM</sup>		
8		
9	Meeting: USTR/AUSTR/FO <b>EXEMPTION 6</b>	
10	Meeting: Global Arrangement Text ; Annino Weekly COS/WHL Call; James, Maya C.	
11	Meeting: <b>EXEMPTION 6</b> Interview; Winder 211; Hurlburt, Heather F. EOP/USTR Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	ISAB lunch State Dept Meeting: Senior Advisors; AKT Office; Meeting: IPEF Dispute Settlement W203; Tai, Katherine C. EOP/USTR	
1	[EXTERNAL] Call   Heather and Jason; Jas APEC/IPEF touch base; Heather's Office; H	
2	Meeting: JKAPEC Office; W203; Tai, Katherine C. EOP/USTR OGC IPEF Staffing; Heather's Office; Bianchi, Sarah A. EOP/USTR	
3	Meeting: OGC Office ; <b>EXEMPTION 6</b> Weekly AKT Invite Review (FO); Heather's Office/Dial-In (below); Annino, Angelica	
4	Meeting: IPEF Services Domestic Regulation ; W203; Tai, Katherine C. EOP/USTR Discussion on AGOA Messaging; Webex; Hayes, Michael C. EOP/NSC	
5	Meeting: IPEF Competition; W203; Tai, Katherine C. EOP/USTR	
6		

# June 6, 2023

Tuesday

June 2023

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July 2023

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TUESDAY		Notes
	6	
	From Jun 5 Invitation: Hold for ISAB Plenary & Study Group June 5-6 @ Mon Jun 5	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
10	Canceled: Meeting: DUSTF Winder 203   EXEMPTION 6 Meeting: Jake Sullivan; W   Meeting: Jake Sullivan ; W	
11	Meeting: Speech Prep (Open Markets); AKT Office; Tai, Katherine C. EOP/USTR Meeting: Heather + Shantanu + Tim; W211; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	Meeting: Engagement Teams Sync; W203; Hurlburt, Heather F. EOP/USTR	
1	Discuss report; EXEMPTION 6 Meeting: Ambassador Linda Thomas-Greenfield; Roosevelt Room, West Wing; Tai, Kat	
2	Meeting: In-Person Cabinet Meeting Cabinet Room, West Wing Tai, Katherine C. EOP/USTR	
3	Weekly EU CMA/TTC Discussion ; Wind	
4		
5	Supply Chain Disruptions Task Force IPC Meeting Webex Davis, Ryan A. EOP/WHO	
6	EXEMPTION 6 EXIM-USTR ; Microsoft Teams Meeting; Ha	

# June 7, 2023

Wednesday

June 2023

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July 2023

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WEDNESDAY		Notes
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7 <sup>AM</sup>		
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10	<p><b>Canceled: Weekly IndoPacific Check-In</b>  <b>EXEMPTION 6</b></p> <p><b>Weekly Cabinet COS Call; James, Maya C. EOP/WHO</b></p>	
11		
12 <sup>PM</sup>	<p><b>[EXTERNAL] Updated invitation: ISAB Study Group Virtual Meeting @ Every 2 weeks from 12pm to 1pm on Wednesday from Wed May 24 to Tue Jul 4 (EDT)</b>  <b>EXEMPTION 6</b>            @fan.gov</p>	
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# June 8, 2023

Thursday

June 2023

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July 2023

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THURSDAY		Notes
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7 <sup>AM</sup>		
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9		
10	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b> Hurlburt	
11		
12 <sup>PM</sup>		
1	<b>FW: Supervisory Essentials Training - Reasonable Accommodation</b> Virtual via Webex Rowe, Kelly P. EOP/OA	
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# June 9, 2023

Friday

June 2023

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July 2023

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FRIDAY		Notes
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	AZA: OOO - Annino, Angelica Z. EOP/USTR	
7 <sup>AM</sup>		
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9		
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11		
12 <sup>PM</sup>	Canceled: Weekly Taiwan Check In; EXEMPTION 6	
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# June 10, 2023

Saturday

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July 2023

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SATURDAY		Notes
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# June 11, 2023

Sunday

June 2023

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July 2023

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SUNDAY		Notes
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# June 12, 2023

Monday

June 2023

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July 2023

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MONDAY		Notes
	12	
7 <sup>AM</sup>		
8		
9	Standing Sync: EU CMA (USEU, NSC, USTR, Treasury); <b>EXEMPTION 6</b>	
10	Meeting: Weekly Lookahead; AKT Office; Weekly COS/WHL Call; James, Maya C.	
11	Meeting: Senior Advisors AKT Office Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Meeting: SA Louis Cardenas; W211 (Heather's Office) ; Hurlburt, Heather F. EOP/USTR	
1		
2	IPEF November (Greater Bay Area?) Discussion; <b>EXEMPTION 6</b>	
3	Meeting: Heather + Angelica ; W211; Hur Weekly AKT Invite Review (FO); Heath	
4	Webex Meeting: Sarah Feldmann + Raheemah Abdulaeem, OA; webex; Hurlburt, Heat Meeting: Speech Review (Open Markets) ; W203; Tai, Katherine C. EOP/USTR	
5	Heather + Katie; Heather's office; Hendrickson, Katie L. EOP/USTR	
6	<b>EXEMPTION 6</b>	

# June 13, 2023

Tuesday

June 2023

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July 2023

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TUESDAY		Notes
	13	
7 <sup>AM</sup>		
8	<b>Nora calling Heather's cell;</b> Todd, Nora C. EOP/NSC	
9	<b>Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR	
	<b>Meeting: DS Reform Document;</b> W203; Hurlburt, Heather F. EOP/USTR	
10	<b>Meeting: Taiwan Text Review;</b> AKT Office; Tai, Katherine C. EOP/USTR	
	<b>[EXTERNAL] EM// Meeting USTR &amp; CAB</b>   <b>Meeting: S&amp;I Office;</b> W203 ; Tai, Katherine	
	Webex	
11	SIARIK Simona	
	<b>Meeting: Raheemah + Heather + Greta ;</b> <b>EXEMPTION 6</b> ; Hurlburt, He	
12 <sup>PM</sup>		
	<b>Meeting: Monthly with Bill Shpiece;</b> Heather's Office (211); Hurlburt, Heather F. EOP/	
1	<b>Meeting: Heather Schedule Connect;</b> W211; Hurlburt, Heather F. EOP/USTR	
	<b>Weekly EU CMA/TTC Discussion ;</b> Winder 203 (Conf. line info below as needed); Whit	
2	<b>Meeting: Congressional touch base;</b> Winc	
	<b>Meeting: Gautam Raghavan;</b> EEOB 144	
3	<b>Meeting: AANHPI Month After-Action Review ;</b> W203; Tai, Katherine C. EOP/USTR	
4	<b>Meeting: Ford Decision Review</b> W203; Tai, Katherine C. EOP/USTR	
	<b>Meeting: Adrian Jjuuko, Executive Director, HRAPF ;</b> W203; Tai, Katherine C. EOP/USTR	
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# June 14, 2023

Wednesday

June 2023

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July 2023

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WEDNESDAY		Notes			
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7 <sup>AM</sup>					
8					
9	Meeting: Ambassador Gitenstein ; AKT Office; Tai, Katherine C. EOP/USTR				
10	<table border="1"> <tr> <td>2023 USTR AWARDS CEREMONY Yates Auditorium and Webex Ender, Cassie L. EOP/USTR</td> <td>2023 USTR AWARDS CERE WebEx Ender, Cassie L. EOP/USTR</td> <td>Weekly Cabinet COS Call</td> </tr> </table>	2023 USTR AWARDS CEREMONY Yates Auditorium and Webex Ender, Cassie L. EOP/USTR	2023 USTR AWARDS CERE WebEx Ender, Cassie L. EOP/USTR	Weekly Cabinet COS Call	
2023 USTR AWARDS CEREMONY Yates Auditorium and Webex Ender, Cassie L. EOP/USTR	2023 USTR AWARDS CERE WebEx Ender, Cassie L. EOP/USTR	Weekly Cabinet COS Call			
11	Meeting: Rufino Hurtado; HFH Office; Hurlburt, Heather F. EOP/USTR				
12 <sup>PM</sup>	Kenya Trip Call Weekly; EXEMPTION 6				
	Meeting: Speech Prep (Open Markets); AKT Office ; Tai, Katherine C. EOP/USTR				
1	DCOS Interview: Katie H; W211; Hurlburt, Heather F. EOP/USTR				
2	Meeting: Fred + Katie; W211; Hurlburt, Heather F. EOP/USTR				
	F.O./HR/Admin Check-In Bi-Weekly; V Meeting: Ambassador Cohen (Canada); V				
3	DCOS Interview; EXEMPTION 6; Winder Building, 600 17th Street NW, Room 211 ; Hurl				
	Event: Committee for Economic Development Trustees Roundtable; Willard Room, Wil				
4	USTR/Senior Staff Winder 203/ EXEMPTION 6 Tai, Katherine C. EOP/USTR				
5	Weekly Cabinet Call; EXEMPTION 6 Weekly Cabinet Call; EXEMPTION 6				
6					

# June 15, 2023

Thursday

June 2023

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July 2023

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THURSDAY		Notes
	15	
7 <sup>AM</sup>		
8		
9	<b>FW: Zoom: USTR + NSC Global Arrangement Sync; EXEMPTION 6</b> <b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b> ; Hurlburt	
10		
11	<b>Mandatory Hatch Act brief</b> Annex Hendrickson, Katie L. EOP/USTR   <b>Prep: Minister Goyal; AKT</b>   <b>Meeting: Minister Goyal (1</b>	
12 <sup>PM</sup>	<b>EXEMPTION 6</b>   <b>Meeting: Heather + Dan ; W211; Hurlburt,</b>	
1	<b>DCOS Interview: EXEMPTION 6</b> ; Winder Building, 600 17th Street NW, Room 211 ; Hurlburt,	
2	<b>PC on AI</b> EOB 210/212	
3	<b>Weekly Logistics Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR	
4	<b>Meeting: TPE Discussion;</b> W211; Hurlburt, Heather F. EOP/USTR	
5	<b>Call Myron Brilliant</b>	
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# June 16, 2023

Friday

June 2023

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July 2023

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FRIDAY		Notes
	16	
7 <sup>AM</sup>		
8		
9	Dep. Exec Sec Interview: <b>EXEMPTION 6</b> ; W211; Hurlburt, Heather F. EOP/USTR	
10	Meeting: China Updates; W218, Sara will initiate call; Tai, Katherine C. EOP/USTR Weekly All COS Call; James, Maya C. EOP/WHO	
11	DCOS Interview: <b>EXEMPTION 6</b> ; Winder Building, 600 17th Street NW, Room 211; Hurl	
12 <sup>PM</sup>	Lunch <b>EXEMPTION 6</b> Interview (DGC); W223; Cruz, Diamonde I. EOP/USTR	
1	Mexico Trip Call Weekly: <b>EXEMPTION 6</b> Meeting: Proposed Domestic Travel discussion; AKT Office; Tai, Katherine C. EOP/US	
2	Meeting: AUSTR Telework Feedback; W203; Hurlburt, Heather F. EOP/USTR	
3	<b>EXEMPTION 6</b> Interview (DGC); W223; Cruz, Diamonde I. EOP/USTR	
4	Meeting: FM Vivian Balakrishnan (Singapore); Winder 203; Tai, Katherine C. EOP/USTR	
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# June 17, 2023

Saturday

June 2023

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July 2023

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SATURDAY		Notes
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# June 18, 2023

Sunday

June 2023

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July 2023

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SUNDAY		Notes
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# June 19, 2023

Monday

June 2023

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July 2023

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MONDAY		Notes
	19	
Office Closed - Juneteenth - Hendrickson, Katie L. EOP/USTR		
7 <sup>AM</sup>		
8	HFH - John Rossomondo	
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# June 20, 2023

Tuesday

June 2023

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July 2023

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TUESDAY		Notes
	20	
7 <sup>AM</sup>		
8	Call with Sara Schuman	
9	Meeting: Weekly LookAhead; AKTs Office; Tai, Katherine C. EOP/USTR	
10	Prep: Sec Vilsack (Ag); AKT Office; Tai, Katherine C. EOP/USTR	
	Matt/Heather; Heather's Office; Siordia, Matthew T. EOP/USTR	
11		
12 <sup>PM</sup>	ISAB meeting —virtual	
1	Call: Sec. Raimondo (Commerce); EXEMPTION 6	
	Meeting: Minister Julio José Prado (Ecu	
2	Tim Wedding; Heather's office	
3	DCOS Interview: EXEMPTION 6; Winder Building, 600 17th Street NW, Room 211; Hurlbur	
	Weekly AKT Invite Review (FO); Heather's Office/Dial-In (below); Annino, Angelica	
4	Meeting: Next Steps on Digital; AKT Office; Tai, Katherine C. EOP/USTR	
	Meeting: WTO Reform/MC-13 Milestones; W203; Tai, Katherine C. EOP/USTR	
5	Meeting: IPEF Labor Chapter W203; Tai, Katherine C. EOP/USTR	
6	Call: Laura Wills (State Protocol); EXEMPTION 6; Hurlburt, Heat	

# June 21, 2023

Wednesday

June 2023

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July 2023

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WEDNESDAY		Notes
	21	
7 <sup>AM</sup>		
8		
9	<p><b>Call: Chair Khan &amp; AAG Kanter; EXEMPTION 6</b></p> <p><b>HFH/AZA touch base; Winder 211; Annino, Angelica Z. EOP/USTR</b></p>	
10	<p><b>Call: Senator Chris Dodd; EXEMPTION 6</b></p> <p><b>Weekly Cabinet COS Call; James, Maya</b></p> <p><b>Meeting: Deputies Small Group Meeting W218; Hurlburt, Heather F. EOP/USTR</b></p>	
11	<p><b>USTR/Senior Staff Winder 203/ Dial in EXEMPTION 6</b></p> <p>Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>[EXTERNAL] Updated invitation: ISAB Study Group Virtual Meeting @ Every 2 EXEMPTION 6</b></p> <p>@fan.gov</p> <p><b>Meeting: Navtej Dhillon (NEC); WW 212; I</b></p>	
1	<p><b>Meeting: Digital Across Initiatives ; W203; Tai, Katherine C. EOP/USTR</b></p> <p><b>Weekly EU CMA/TTC Discussion; Winder 203 (Conf. line info below as needed); White, Ja</b></p>	
2	<p><b>Meeting: Heather Hurlburt; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
3	<p><b>Telework/remote work listening session : Annex/Webex</b></p> <p>Hendrickson, Katie L. EOP/USTR</p> <p><b>Meeting: IPEF Environment Chapter W203; Tai, Katherine C. EOP/USTR</b></p>	
4	<p><b>Call: Minister Mary Ng (Canada); EXEMPTION 6</b></p>	
5	<p><b>Call: Juan Luciano, ADM ; EXEMPTION 6</b> Tai, Katherine C. EOP/USTR</p> <p><b>Weekly Cabinet Call; Walker, Serena E. EXEMPTION 6</b></p> <p><b>Weekly Cabinet Call; EXEMPTION 6</b></p>	
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# June 22, 2023

Thursday

June 2023

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July 2023

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THURSDAY		Notes
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7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b>	
	<b>APEC/IPEF Scheduling (Heather/Shantan</b>	
10	<b>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U</b>	
11	<b>NMPP Meeting</b> EEOB 374 (Secure Space) Todd, Nora C. EOP/NSC	
12 <sup>PM</sup>	<b>Meeting: Heather Hurlburt; AKT Office; Tai, Katherine C. EOP/USTR</b>	
1	<b>Meeting: Katie + Heather ; W211; Hurlburt, Heather F. EOP/USTR</b> <b>Namrata &lt;&gt; Heather; Mujumdar, Namrata A. EOP/WHO</b>	
2	<b>Meeting: OGC Process Check In ; W211 ; Hurlburt, Heather F. EOP/USTR</b>	
3	<b>EXEMPTION 6</b>	
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# June 23, 2023

Friday

June 2023

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July 2023

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FRIDAY		Notes
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<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9		
10	Weekly All COS Call; James, Maya C. EOP/WHO	
11	Meeting: Congressional Director Post-Interview Sync; AKT Office ; Tai, Katherine C. EOI	
12 <sup>PM</sup>		
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2		
3	IPEF Digital sync; W200; Bianchi, Sarah A. EOP/USTR	
4	Invitation: Aubrey Paris <<>> ISAB New Security Challenges Study Group @ Fri Jun 23, 2023 3:30pm - 4:30pm (EDT) (heather.f.hurlburt@ustr.eop.gov) <b>EXEMPTION 6</b> @fan.gov	
5		
6		
<b>EXEMPTION 6</b>		

# June 24, 2023

Saturday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	24	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# June 25, 2023

Sunday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	25	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# June 26, 2023

Monday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

MONDAY		Notes
	26	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9		
10	Weekly COS/WHL Call; James, Maya C. EOP/WHO	
11	Senior Advisor Post-Trip Readout: Northern Rockies EXEMPTION 6	
12 <sup>PM</sup>		
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# June 27, 2023

Tuesday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

TUESDAY		Notes
	27	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
1		
2	E.O. 12866 Meeting 2060-AV83 - Methane Emissions and Waste Reduction Incentive	
3	Weekly EU CMA/TTC Conference Call ; Conference Call ; White, Jayme R. EOP/USTR	
4		
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6	<b>EXEMPTION 6</b>	

# June 28, 2023

Wednesday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

WEDNESDAY		Notes
	28	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>Canceled: Weekly IndoPacific Check-In</b> <b>EXEMPTION 6</b>	
10	<b>Weekly Cabinet COS Call; James, Maya C. EOP/WHO</b>	
11		
12 <sup>PM</sup>		
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2	<b>F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR</b>	
3		
4		
5	<b>Canceled: Weekly Cabinet Call; Walker</b> <b>Canceled: Weekly Cabinet Call; https://</b>	
6		

# June 29, 2023

Thursday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

THURSDAY		Notes
	29	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8	Sync on Global Arrangement; <b>EXEMPTION 6</b>	
9	Week Ahead AUSTRs Meeting <b>EXEMPTION 6</b>	
10	Call: Ed Gresser; <b>EXEMPTION 6</b> (Heather will initiate call)	
11	Telework/remote work listening session #2 Webex Hendrickson, Katie L. EOP/USTR	
12 <sup>PM</sup>	Lunch: USTR Summer 2023 Interns Immigrant Food Hurlburt, Heather F. EOP/USTR	
1	Meeting: AJW + HFH; W211; Hurlburt, Heather F. EOP/USTR Weekly AKT Invite Review (FO); WebEx (link below); Annino, Angelica Z. EOP/UST	
2	Kenya Trip Call Weekly; <b>EXEMPTION 6</b> Heather <> Jamila Sync; <b>EXEMPTION 6</b> (Heather will initiate call) ; Hurlburt, Heather F. E	
3	[EXTERNAL] Kim Glas/Heather Hurlburt; <b>EXEMPTION 6</b> (Kim's cell); Kim Glas	
4	Call: Cara Morrow; <b>EXEMPTION 6</b> (Heather will initiate call) China Check-In; Winder 211; Tata, Shantanu S. EOP/USTR	
5	<b>EXEMPTION 6</b> Heather <> Katie Sync; <b>EXEMPTION 6</b>	
6		

# June 30, 2023

Friday

June 2023

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July 2023

Su	Mo	Tu	We	Th	Fr	Sa
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30	31					

FRIDAY		Notes
	30	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9		
10	<p><b>Mexico Trip Call Weekly; EXEMPTION 6</b></p> <p><b>Weekly COS Call; James, Maya C. EOP/WH</b>   <b>Canceled: Weekly All COS Call; James,</b></p>	
11	<p><b>HOLD - GA connect; https://pitc.zoomgov.</b>   <b>Canceled: Weekly Logistics Sync; Wind</b></p> <p><b>Meeting: USTR Swag Discussion; W211 (Camille will call Keziah) ; Hurlburt, Heather F. EC</b></p>	
12 <sup>PM</sup>	<p><b>Call: Minister Patel (South Africa) ; EXEMPTION 6</b> ; Tai, Katherine C. E</p> <p><b>Meeting: IPEF Digital Check In; EXEMPTION 6</b></p>	
1	<p><b>[EXTERNAL] Updated invitation: Rachel Vogelstein&lt;&lt;&gt;&gt;ISAB Study Group @ Fri Jun</b></p> <p><b>EXEMPTION 6</b></p>	
2	<p><b>Sync on Statutory Review; EEOB 367; Todd, Nora C. EOP/NSC</b></p> <p><b>[EXTERNAL] Kellie/Heather Tea Catch Up</b></p> <p><b>EXEMPTION 6</b></p>	
3	<p>Kellie Meiman</p>	
4	<p><b>Dep. Exec Sec Interview: EXEMPTION 6</b>; Winder 211; Hurlburt, Heather F. EOP/USTR</p>	
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# July 1, 2023

Saturday

July 2023

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August 2023

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SATURDAY		Notes
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# July 2, 2023

Sunday

July 2023

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30	31					

August 2023

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SUNDAY		Notes
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# July 3, 2023

Monday

July 2023

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August 2023

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MONDAY		Notes
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7 <sup>AM</sup>		
8	HFH— John Rossomondo	
9	Meeting: Weekly LookAhead; WebEx; Annino, Angelica Z. EOP/USTR	
10	Meeting: Senior Advisors <b>EXEMPTION 6</b>	Canceled: Weekly COS/WHL Call; Jame
11	Tai, Katherine C. EOP/USTR	
	Huddle on USTR participation (including at what level) at Climate COP 28; <a href="https://pitc">https://pitc</a>	
12 <sup>PM</sup>	Heather<>Heather; Barmore, Heather L. EOP/USTR	
1	Call: Minister Goyal (India) ; <b>EXEMPTION 6</b>	
	Weekly AKT Invite Review (FO); WebEx; Annino, Angelica Z. EOP/USTR	
2	Meeting: Mexico Trip Preview ; <b>EXEMPTION 6</b>	
3		
4	Heather call Lyric; Hurlburt, Heather F. EOP/USTR	
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# July 4, 2023

Tuesday

July 2023

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August 2023

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TUESDAY		Notes
4		
Office closed - July 4th - Hendrickson, Katie L. EOP/USTR		
7 <sup>AM</sup>		
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11	11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); h	
12 <sup>PM</sup>		
1		
2	Weekly AKT Invite Review (FO); Heather's Office/Dial-In (below); Annino, Angelica Z.	
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# July 5, 2023

Wednesday

July 2023

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August 2023

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WEDNESDAY		Notes
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7 <sup>AM</sup>		
8	Call with Ted Dean	
9	Prep: EVP Dombrovskis; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: Dombrovskis Pre-Meet with APNSA Sullivan; WW132; Tai, Katherine C. EOP/USTR	
11	Meeting: APNSA Sullivan + EVP Dombrovskis EEOB 212 (Diplomatic Room); Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Meeting: USTR <-> EU Delegation W203; Hurlburt, Heather F. EOP/USTR	
1	AKT 2-Week LookAhead; WebEx EXEMPTION 6	
2	1400 USTR Call: Amb O'Brien x Amb Tai; Meeting: Ambassador James O'Brien; 202	
3	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR	
3	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
4	USTR/Senior Staff Winder 203/ Dial in EXEMPTION 6 Tai, Katherine C. EOP/USTR	[EXTERNAL] Cybersecurity issue; Microsc
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# July 6, 2023

Thursday

July 2023

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August 2023

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THURSDAY		Notes
	6	
7 <sup>AM</sup>		
8		
9	<p><b>Canceled: Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b></p> <p><b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b></p>	
10	<p><b>Canceled: E.O. 12866 Meeting 2060-AV8:</b></p>	
11		
12 <sup>PM</sup>		
1	<p><b>Canceled: Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR</b></p>	
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5	<p><b>Canceled: HOLD: Post 2+2 USTR Global Arrangement Sync (Nora, Michael, USTR); htt</b></p>	
6	<p><b>Global Arrangement Deep Dive (NSC + USTR); EXEMPTION 6</b></p>	

# July 7, 2023

Friday

July 2023

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August 2023

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FRIDAY		Notes
	7	
7 <sup>AM</sup>		
8		
9	<p><b>Phone Call: Amos Hochstein;</b> Heather will Call Amos: <b>EXEMPTION 6</b> Hurlburt, Heathe</p> <p><b>Canceled: Standing Sync: EU CMA (USEU, NSC, USTR, Treasury);</b> WebEx: <a href="https://pitd">https://pitd</a></p>	
10	<p><b>Canceled: Weekly All COS Call;</b> James, Maya C. EOP/WHO</p>	
11	<p><b>Sarah/Heather;</b> webex; Feldmann, Sarah A. EOP/OA</p>	
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# July 8, 2023

Saturday

July 2023

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August 2023

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SATURDAY		Notes
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	<b>EXEMPTION 6</b>	

# July 9, 2023

Sunday

July 2023

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August 2023

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SUNDAY		Notes
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# July 10, 2023

Monday

July 2023

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August 2023

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MONDAY		Notes
	10	
7 <sup>AM</sup>		
8		
9	<b>EXEMPTION 6</b>	
10	<p><b>Canceled: Weekly COS/WHL Call; Jame [REDACTED]</b></p> <p><b>Meeting: Weekly Lookahead; AKT Office [REDACTED]</b></p>	
11	<p><b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>Meeting: APEP Travel Huddle ; W203; Hurlburt, Heather F. EOP/USTR</b></p>	
1	<p><b>Tim + Heather Sync ; W211; Hurlburt, Heather F. EOP/USTR</b></p>	
2	<p><b>Email Security Meeting with Maddy Libbey (EOP Cybersecurity); EEOB 107</b></p>	
3	<p><b>Meeting: DUSTRs</b> Winder 203 <b>EXEMPTION 6</b></p> <p><b>Kenya Reading &amp; PC Topic Call; Winder 2</b></p> <p><b>Katie + Heather Sync; W211; Hurlburt, Heather F. EOP/USTR</b></p>	
4	<p><b>Sync on Saudi Arabia ; W211; Hurlburt, Heather F. EOP/USTR</b></p>	
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# July 11, 2023

Tuesday

July 2023

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August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	11	
7 <sup>AM</sup>		
8		
9	<p><b>Planning Call: AKT Brussels;</b> EXEMPTION 6</p> <p><b>Meeting: Heather + Katie;</b> AKT Office;</p> <p><b>Internal sync on Pharma Supply Chain</b></p>	
10	<p><b>Meeting: MP Nick Thomas-Symonds (UK)</b> <b>USTR --&gt; Embassy of Italy ;</b> Hurlburt, Hea</p> <p><b>Aspen-Italian Embassy EU event</b></p>	
11	<p><b>Meeting: Amb. Gitenstein ;</b> EXEMPTION 6</p> <p><b>Meeting: Jon Moeller (P&amp;G);</b> EXEMPTION 6</p>	
12 <sup>PM</sup>		
1	<p><b>Telework/remote work listening session #3</b> Annex/Webex Hendrickson, Katie L. EOP/USTR</p>	
2	<p><b>Weekly AKT Invite Review (FO);</b> Heath <b>Meeting: EME Office;</b> W203; Tai, Katherine</p> <p><b>Meeting: Kenya Check-In;</b> Winder 203; Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Weekly EU CMA/TTC Discussion ;</b> Winder 305 (Conf. line info below as needed); Whit</p>	
4	<p><b>Weekly AKT Invite Review (FO);</b> W211; Hurlburt, Heather F. EOP/USTR</p> <p><b>ASB / Heather Sync;</b> ASB to call Heather at EXEMPTION 6; Bianchi, Sarah A. EOP/USTR</p>	
5	<p><b>Matt/Heather;</b> Heather's Office; Siordia, Matthew T. EOP/USTR</p>	
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# July 12, 2023

Wednesday

July 2023

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August 2023

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WEDNESDAY		Notes
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7 <sup>AM</sup>		
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11	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	<b>Kenya Travelers Check In ; EXEMPTION 6</b>
12 <sup>PM</sup>	<b>Meeting: Minister Patel</b> W203; Tai, Katherine C. EOP/USTR	
1	<b>Fellow Interview: EXEMPTION 6</b> ; W211; Hurl	<b>Meeting: Minister Patel + Stakeholders;</b> /
	<b>Fellow Interview: EXEMPTION 6</b> W211; Hurlburt, Heather F. EOP/USTR	
2	<b>Fellow Interview: EXEMPTION 6</b> ; W211; Hurlburt, Heather F. EOP/USTR	
	<b>F.O./HR/Admin Check-In Bi-Weekly;</b> WebEx; Ames, Fred L. EOP/USTR	
3	<b>Camille + HFH;</b> W211; Hurlburt, Heather F. EOP/USTR	
4	<b>Meeting: USW 301 Shipbuilding Case Review ;</b> AKT Office; Tai, Katherine C. EOP/USTR	
5	<b>Meeting: Monthly with Bill Shpiece;</b> W211 (Heather's Office); Hurlburt, Heather F. EOP/U	
6	<b>Cabinet Meeting</b> Roosevelt Room or Zoom; <b>EXEMPTION 6</b>	<b>In-Person Cabinet Meeting: AI</b> Roosevelt Room, West Wing Tai, Katherine C. EOP/USTR

# July 13, 2023

Thursday

July 2023

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August 2023

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20	21	22	23	24	25	26
27	28	29	30	31		

THURSDAY		Notes
	13	
7 <sup>AM</sup>		
8		
9		
10	<p><b>Week Ahead AUSTRs Meeting</b>  <a href="https://pitc.webex.com/pitc/j.php?MTID=m">https://pitc.webex.com/pitc/j.php?MTID=m</a></p>	
		<b>Call: Amb. Whitman (Kenya); Annex 222;</b>
11	<p><b>KSA Econ Meeting: Amos Hochstein + Saudi Econ Delegation</b>                      EEOB 230A                      Hurlburt, Heather F. EOP/USTR</p>	
		<b>Meeting: Amb. Battle (Tanzania) ; https://</b>
12 <sup>PM</sup>		
1		
	<b>Meeting: Weekly Logistics Sync; W211; H</b>	<b>Kenya Sync; W211; Hurlburt, Heather F. EC</b>
2	<b>Meeting: Schakowsky Prep; AKT Office; Tai, Katherine C. EOP/USTR</b>	
	<b>Call: TIST Event; EXEMPTION 6</b>	
3		
	<b>Meeting: Dr. Rajiv Shah (Rockefeller Foundation) ; EXEMPTION 6</b>	
4	<b>Meeting: AAG Kanter; EXEMPTION 6</b>	
	<b>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U</b>	
5	<b>Jon Hurst &lt;&gt; HFH; W211; Hurlburt, Heather F. EOP/USTR</b>	
6		
	<b>Working Dinner: Minister Patel (South Africa) ; EXEMPTION 6</b>	

# July 14, 2023

Friday

July 2023

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August 2023

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FRIDAY		Notes
	14	
7 <sup>AM</sup>		
8		
9	Meeting: Domestic Travel Sync; W203; Candaele, Camille R. EOP/USTR	
10	AJW to Meet Heather H. ; AJW's Office ; White, Jayme R. EOP/USTR	
	Meeting: National Council   Canceled: Weekly All C   Heather + Sam Sync; W21	
11	Meeting: Kenya Travel Preview ; EXEMPTION 6	
12 <sup>PM</sup>	Meeting: Amb. Ken Salaza   Planning Call: AKT Brussel   EXEMPTION 6	
1	Meeting: Mexico Energy; W203; Tai, Katherine C. EOP/USTR	
2	Kelly Milton + HFH ; EXEMPTION 6	
3	Heather Kenya Reading ; Heather's Office (W211); Hurlburt, Heather F. EOP/USTR	
	AKT 2-Week LookAhead; EXEMPTION 6	
4		
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# July 15, 2023

Saturday

July 2023

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August 2023

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SATURDAY		Notes
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7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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6	<b>UA 8826</b> IAD-->FRA Tai, Katherine C. EOP/USTR	

# July 16, 2023

Sunday

July 2023

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August 2023

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SUNDAY		Notes
	16	
7 <sup>AM</sup>	<b>UA 8729</b> FRA-->NBO Tai, Katherine C. EOP/USTR	
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12 <sup>PM</sup>		
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	12:00am - 2:05am UA 8826(IAD-->FRA)	

# July 17, 2023

Monday

July 2023

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August 2023

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MONDAY		Notes
	17	
7 <sup>AM</sup>		
8		
9	<b>Canceled: Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR	
10	<b>Canceled: Weekly COS/WHL Call;</b> James, Maya C. EOP/WHO	
11	<b>Canceled: Meeting: Senior Advisors</b> AKT Office	
12 <sup>PM</sup>	Tai, Katherine C. EOP/USTR	
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# July 18, 2023

Tuesday

July 2023

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August 2023

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TUESDAY		Notes
	18	
7 <sup>AM</sup>	<b>Quarterly Reminder: Test GETS Card;</b> Phone; Aqueche, Victor A. EOP/USTR	
8		
9	<b>Canceled: Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR	
10	<b>Canceled: Meeting: DUSTRs</b> Winder 203   <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
11		
12 <sup>PM</sup>		
1	<b>Labor Issues in Korea - Interagency Meeting</b> Microsoft Teams Meeting; Casson, Sarah - ILAB	
2	<b>Weekly AKT Invite Review (FO);</b> Heather's Office/Dial-In (below); Annino, Angelica Z.	
3	<b>Canceled: Weekly EU CMA/TTC Discussion ;</b> Winder 203; White, Jayme R. EOP/USTR	
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# July 19, 2023

Wednesday

July 2023

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August 2023

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WEDNESDAY		Notes
	19	
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b>	
10	Legacy ISDS discussion; Hurlburt, Heather F. EOP/USTR	
11		
12 <sup>PM</sup>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>[EXTERNAL] Updated invitation:</b>  <b>Recurring: Standing ISAB Check In @</b>  <small>EXEMPTION 6</small> @fan.gov</p> </div> <div style="width: 45%;"> <p><b>[EXTERNAL] Canceled event: ISAB Study</b>  <b>Group Virtual Meeting @ (EDT)</b>  <small>EXEMPTION 6</small> @fan.gov</p> </div> </div>	
1		
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5	<p><b>KL 0566</b>            FRA --&gt; AMS            Tai, Katherine C. EOP/USTR</p>	
6		



# July 20, 2023

Thursday

July 2023

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August 2023

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THURSDAY		Notes
	20	
7 <sup>AM</sup>	<p><b>Canceled: UA 8832</b> FRA--&gt;IAD Tai, Katherine C. EOP/USTR</p>	
8		
9		
10	<p><b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b></p>	
11		
12 <sup>PM</sup>		
1	<p><b>Canceled: Weekly Logistics Sync; Wind</b></p>	
2		
3		
4	<p><b>[EXTERNAL] Updated invitation: FW: Mo</b> TBA <b>EXEMPTION 6</b>@gmail.com</p> <p><b>Monthly All Trade Advisory Committees</b> Participant Dial-In: <b>EXEMPTION 6</b> Participe MBX USTR IAPE</p>	
5	<b>EXEMPTION 6</b>	
6	<b>EXEMPTION 6</b>	
	12:00am - 1:40am KL 0566(FRA --> AMS)	
	2:55am - 3:40am KL 1723(AMS --> BRU)	

# July 21, 2023

Friday

July 2023

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August 2023

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FRIDAY		Notes
	21	
7 <sup>AM</sup>		
8		
9	FO Call, <b>EXEMPTION 6</b>	
10		
	<b>Canceled: Weekly All COS Call;</b> James, Maya C. EOP/WHO	
11	<b>Canceled: USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	<b>Canceled: Meeting: Memo Review;</b> AKT Office; Tai, Katherine C. EOP/USTR	
2		
	<b>Bi-weekly IPEF Coordination Hub</b> Room 367 or Webex; Coari, Sean M. EOP/NL	
3		<b>Canceled: Meeting: Weekly Scheduling</b>
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# July 22, 2023

Saturday

July 2023

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August 2023

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SATURDAY		Notes
	22	
7 <sup>AM</sup>		
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11		
12 <sup>PM</sup>		
1	<b>EXEMPTION 6</b>	
2	<b>EXEMPTION 6</b>	
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# July 23, 2023

Sunday

July 2023

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August 2023

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SUNDAY		Notes
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# July 24, 2023

Monday

July 2023

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August 2023

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MONDAY		Notes
	24	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: Chairman Bernd Lange (EU); W: Canceled: Weekly COS/WHL Call; Jame	
11	Shantanu/Heather Catch Up; Heather's Office ; Tata, Shantanu S. EOP/USTR Meeting: Senior Advisors AKT Office; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	FW: Call: Nora + Sushan + Others on GSA India TPF Deliverables Discussion; https://	
1	IPEF November Planning Sync <b>EXEMPTION 6</b> Sp	
2	Meeting: Laurie-Ann Agama; AKT Office ; Katie + Heather Connect; Heather's Office	
3		
4		
5	Meeting: Prep for US-EU 2+2; WW132; Ta <b>EXEMPTION 6</b>	
6		

# July 25, 2023

Tuesday

July 2023

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August 2023

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TUESDAY		Notes
	25	
7 <sup>AM</sup>		
8		
9		
10	Meeting: IPEF Debrief; AKT Office ; Tai, Katherine C. EOP/USTR	
11		
12 <sup>PM</sup>	Meeting: Heather + Dan ; W211; Hurlburt, Heather F. EOP/USTR	
1	Meeting: APEC Schedule Discussion ; W203; Hurlburt, Heather F. EOP/USTR	
	Meeting: G20 Planning ; W203; Hurlburt, Heather F. EOP/USTR	
2	Weekly AKT Invite Review (FO); Heather's Office/Dial-In (below); Annino, Angelica Z. [REDACTED]	
3	Meeting: EU 2+2 West Wing—Ward Room Tai, Katherine C. EOP/USTR	
4	ASB / Heather Sync ; W200; Bianchi, Sarah A. EOP/USTR	
5		
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# July 26, 2023

Wednesday

July 2023

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August 2023

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WEDNESDAY		Notes
	26	
7 <sup>AM</sup>		
8		
9	<b>FO Call; EXEMPTION 6</b>	<b>MTG: KSA</b> Amos' Office (176); Hochstein, Amos J. EOP,
10	<b>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U</b>	
11	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>Sushan + HFH Sync; W211</b>	<b>[EXTERNAL] Updated invitation: Recurring:</b> EXEMPTION 6 j@fan.gov
	<b>Meeting: Africa Office; W2</b>	<b>Call: Amb. Gitenstein; http</b>
1		
2	<b>F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR</b>	
3	<b>Meeting: Supply Chain/301 Decision Memo; W203; Tai, Katherine C. EOP/USTR</b>	
4	<b>Meeting: IPEF Review (Part 1)</b> W203 Tai, Katherine C. EOP/USTR	
5	<b>Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR</b>	
	<b>Weekly Cabinet Call; Walker, Serena E.</b>	<b>Weekly Cabinet Call; EXEMPTION 6</b>
6		

# July 27, 2023

Thursday

July 2023

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August 2023

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THURSDAY		Notes
	27	
7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Mee</b> <b>Call: Minister Habeck (Ger</b> <b>EXEMPTION 6</b>	
10	<b>Statutory Review; Todd, N</b> <b>Canceled: Sync on Statuto</b> <b>Meeting: IPEF Review (Part 2)</b> W203 Tai, Katherine C. EOP/USTR	
11	<b>Weekly EU CMA/TTC Discussion ; Winder 305 ; White, Jayme R. EOP/USTR</b>	
12 <sup>PM</sup>	<b>Heather + Angelica sync; Heather to Call</b> <b>HFH / AZA sync; WebEx; Annino, Angelica</b>	
1	<b>Meeting: 4 Year Review ; W203; Tai, Katherine C. EOP/USTR</b> <b>FO Telework Listening Session (Supervisors) ; W203; Hurlburt, Heather F. EOP/USTR</b>	
2	<b>Heather Meeting with Janice Kaye, Monique Ricker, Chris Wilson</b> <b>EXEMPTION 6</b> ; Hurlbu	
3	<b>Tim + Heather Sync; W211; Hurlburt, Heather F. EOP/USTR</b>	
4	<b>Meeting: Heather H; AKT Office; Tai, Katherine C. EOP/USTR</b> <b>Team August Travel Discussion ; W211; H</b> <b>Meeting: Memo Review; AKT Office; Ta</b>	
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# July 28, 2023

Friday

July 2023

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August 2023

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FRIDAY		Notes
	28	
7 <sup>AM</sup>		
8		
9	<p><b>FO Call; EXEMPTION 6</b></p> <p><b>US-EU GSA Follow-Up EXEMPTION 6</b></p>	
10	<p>Todd, Nora C. EOP/NSC <b>Chat; EEOB 205 (or I can come to you, if be</b></p> <p><b>Sam + Heather Sync; Hurll Canceled: Weekly All C AKT Check in Call with E P</b></p>	
11	<p><b>Meeting: SEAP Office ; Winder Building, Room 203 ; Tai, Katherine C. EOP/USTR</b></p> <p><b>Meeting: Engagement Team Check In ; W203; EXEMPTION 6</b> Tai, k</p>	
12 <sup>PM</sup>	<p><b>EOP Chiefs Meeting</b> WW, Roosevelt Room; <b>EXEMPTION 6</b></p> <p><b>Norway CMA Sync (USTR + NSC); WebEx:</b></p>	
1	<p><b>EOP Chiefs Monthly Sync; EXEMPTION 6</b></p> <p><b>Call: Heather + YJ</b></p>	
2	<p><b>HFH + Bryant Trick Sync; EXEMPTION 6</b> (Heather will initiate call); Hurlburt, Heather F. EC</p> <p><b>Sync with Kelly, Shantanu, Katie ; EXEMPTION 6</b></p>	
3	<p><b>[EXTERNAL] Call   Heather &amp; Jason; Jason to call Heather at EXEMPTION 6; Jason.Easto</b></p> <p><b>AKT 2-Week LookAhead; WebEx EXEMPTION 6</b></p>	
4	<p><b>Meeting: Matthew Hoeck ; W211; Hurlburt, Heather F. EOP/USTR</b></p>	
5	<p><b>Perry + Heather Sync; Hurlburt, Heather F. EOP/USTR</b></p>	
6		

# July 29, 2023

Saturday

July 2023

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August 2023

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SATURDAY		Notes
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# July 30, 2023

Sunday

July 2023

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August 2023

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SUNDAY		Notes
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# July 31, 2023

Monday

July 2023

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August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

MONDAY		Notes
	31	
7 <sup>AM</sup>		
8		
9	Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR	
10	Canceled: Weekly COS/WHL Call; James, Maya C. EOP/WHO	
11	Interview: EXEMPTION 6 (Beijing Senior Trade Representative); W211 ; Hurlburt, Heat	
	Meeting: Senior Advisors AKT Office Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Sync on WTO Reform; EXEMPTION 6	
1		
2	Katie + Heather; Heather's ; Hendrickson, Katie L. EOP/USTR Meeting: PC Prep; AKT Office; Tai, Katherine C. EOP/USTR	
3		
	Heather + Shantanu + Katie connect; Winder 211; Hendrickson, Katie L. EOP/USTR	
4		
5	Call: Andrea Durkin; Andrea will initiate ca Meeting: PC Meeting EEOB 374 Tai, Katherine C. EOP/USTR	
6		

# August 1, 2023

Tuesday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	1	
7 <sup>AM</sup>		
8		
9	<p>Prep for KSA Call; <b>EXEMPTION 6</b></p>	
	<p>Meeting: International Travel Lookahead; W203; Tai, Katherine C. EOP/USTR</p>	
10	<p>Meeting: DUSTRs Winder 203   <b>EXEMPTION 6</b>; Tai, Katherine C. EOP/USTR</p>	
11	<p>Interview: <b>EXEMPTION 6</b> W211; Hurlburt, Heather F. EOP/USTR</p>	
12 <sup>PM</sup>	<p>Annelies + HFH Sync; <b>EXEMPTION 6</b></p>	
1	<p>Interview: <b>EXEMPTION 6</b></p>	
2	<p>Meeting with Gautam + Namrata + Stacy   Weekly AKT Invite Review (FO); Heath</p>	
3	<p>Weekly EU CMA/TTC Discussion ; Winder 203; White, Jayme R. EOP/USTR</p>	
4	<p>Bi-weekly IPEF Coordination Hub Webex; Coari, Sean M. EOP/NSC</p> <p>Team Engagement Huddle; W203; <b>EXEMPTION 6</b></p>	
5	<p>Interview: <b>EXEMPTION 6</b> Hurlburt, Heather F. EOP/USTR</p>	
6		

# August 2, 2023

Wednesday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	2	
7 <sup>AM</sup>		
8	<b>EXEMPTION 6</b>	
9	<p>FO Call; <b>EXEMPTION 6</b></p> <p>Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U</p>	
10	<p>US-KSA Meeting <b>EXEMPTION 6</b> Todd, Nora C. EOP/NSC</p>	
11	<p>USTR/Senior Staff Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p>[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Jul 19 to Tue Aug 8 (EDT) <b>EXEMPTION 6</b> @fan.gov</p>	
1	<p>Interview: <b>EXEMPTION 6</b> W211; Hurlburt, Heather F. EOP/USTR</p>	
2	<p>Interview: <b>EXEMPTION 6</b> W211; Hurlburt, Heather F. EOP/USTR</p> <p>Meeting: Sec. Julie Su; <b>EXEMPTION 6</b></p>	
3	<p>NMPP Small Group EEOB 367 Todd, Nora C. EOP/NSC</p> <p>Meeting: Amb. Maria Luiza Ribeiro Viotti</p>	
4	<p>Meeting: IPEF Labor W203; Tai, Katherine C. EOP/USTR</p>	
5	<p>COS/DCOS catch up; Heather's office; Hendrickson, Katie L. EOP/USTR</p>	
6		

# August 3, 2023

Thursday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2023

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

THURSDAY		Notes
	3	
7 <sup>AM</sup>		
8		
9	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
	Week Ahead AUSTRs Mee <b>EXEMPTION 6</b>	
10	Sync on IPEF/APEC Nover <b>EXEMPTION 6</b> Meeting: Kim Glas (NCTO)	
11	<b>EXEMPTION 6</b>	
12 <sup>PM</sup>	Meeting: Amb. Gutmann (Germany); http	
	Trip Planning Call: SEP Geneva; <b>EXEMPTION 6</b>	
1	Meeting: One-on-One with Dr. Fei-Fei Li; Call Rose Vela	Event: Dr. Fei-Fei Li speaks with USTR <b>EXEMPTION 6</b>
2	Heather-Dan connect; Heather's office; Hurlburt, Heather F. EOP/USTR Namrata <> Heather Check-In; Mujumdar, Namrata A. EOP/WHO	
3	Interview: <b>EXEMPTION 6</b> W211; Hurlburt, Heather F. EOP/USTR	
4	Meeting: Mexico Sync ; W203; Tai, Katherine C. EOP/USTR	
	HFH <> Shantanu <> Greta Sync; W211;	
5	Meeting: Heather + Katie; AKT Office; [REDACTED]	
6	Meeting: APNSA Sullivan ; WW132; Tai, Katherine C. EOP/USTR	

# August 4, 2023

Friday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
4	<p><b>EXEMPTION 6</b></p> <p>To Aug 11</p> <p><b>EXEMPTION 6</b></p>	
7 <sup>AM</sup>		
8		
9	<p>FO Call; <b>EXEMPTION 6</b></p> <p>CPTPP Small Group; <b>EXEMPTION 6</b></p>	
10	<p>Terry &lt;&gt; HFH Sync; W211; Hurlburt, Heather F. EOP/USTR</p> <p>Canceled: Weekly All COS Call; James, Maya C. EOP/WHO</p>	
11	<p>11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); h</p> <p>USTR/USAID Sync on IPEF Collaboration   Taiwan Weekly Check In ; <b>EXEMPTION 6</b></p>	
12 <sup>PM</sup>	<p>Call: Linda Chambers; <b>EXEMPTION 6</b> (Heather will initiate call); Hurlburt, Heather F. EOP/U</p> <p>Call: Hazeen Ashby (EXIM); Hurlburt, Heather F. EOP/USTR</p>	
1	<p>HFH + Perry Sync; Hurlburt, Heather F. EOP/USTR</p> <p>USTR/NSC Statutory Review Sync; <b>EXEMPTION 6</b></p>	
2	<p>Meeting: Domestic Travel Lookahead; W203; Tai, Katherine C. EOP/USTR</p> <p>Heather + Sam; Heather's office; Hurlburt, <b>HOLD Call Juan</b></p>	
3	<p>Office Portfolio Review Results; <b>EXEMPTION 6</b></p>	
4	<p><b>EXEMPTION 6</b></p>	
5		
6		



# August 5, 2023


Saturday

August 2023

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27	28	29	30	31		

September 2023

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SATURDAY		Notes
	5	
	 From Aug 4 <b>EXEMPTION 6</b> To Aug 11	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# August 6, 2023

Sunday

August 2023

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27	28	29	30	31		

September 2023

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

SUNDAY		Notes
6	From Aug 4 <b>EXEMPTION 6</b> To Aug 11	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# August 7, 2023

Monday

August 2023

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27	28	29	30	31		

September 2023

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

MONDAY		Notes
7	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <span style="background-color: black; color: red; font-weight: bold; font-size: 2em;">EXEMPTION 6</span> </div>	
7 <sup>AM</sup>		
8		
9		
10	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Weekly COS/WHL Call; James, Maya C. EOP/WHO</b> </div>	
11		
12 <sup>PM</sup>		
1	<div style="border: 1px solid black; padding: 2px;"> <b>USTR Interview - EXEMPTION 6</b> </div>	
2	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly EU CMA/TTC Discussion ; Winder 203; White, Jayme R. EOP/USTR</b> </div>	
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# August 8, 2023

Tuesday

August 2023

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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
8	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white;">From Aug 4</span> <b>EXEMPTION 6</b> <span style="background-color: black; color: white;">To Aug 11</span> </div> <div style="background-color: black; color: red; font-size: 2em; font-weight: bold; padding: 5px; margin-top: 5px;">EXEMPTION 6</div>	
7 <sup>AM</sup>		
8		
9		
10		
11	<div style="border: 1px solid black; padding: 2px;">           Cathy / Mike / Amb. Bianchi / Heather Sync ; <b>EXEMPTION 6</b> </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;">           USTR Interview - <b>EXEMPTION 6</b> </div>	
1		
2	<div style="background-color: black; color: red; font-size: 2em; font-weight: bold; padding: 5px; display: inline-block;">EXEMPTION 6</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px;">             Weekly AKT Invite Review (FO); Heath <span style="background-color: black; color: white;">[REDACTED]</span> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 10px; margin-top: 5px;">             Canceled: FO/Admin/HR - Check In; A <span style="background-color: black; color: white;">[REDACTED]</span> </div>	
3		
4	<div style="border: 1px solid black; padding: 2px;">           NSC/USTR Check In; <b>EXEMPTION 6</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">           Namrata checkin         </div>	
5		
6		

# August 9, 2023

Wednesday

August 2023

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27	28	29	30	31		

September 2023

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

WEDNESDAY		Notes
9	<p>From Aug 4 <b>EXEMPTION 6</b> To Aug 11</p> <p><b>EXEMPTION 6</b></p>	
7 <sup>AM</sup>		
8		
9	<p>FO Call; <b>EXEMPTION 6</b></p> <p>Trip Planning Call: SEP Geneva; <b>EXEMPTION 6</b></p>	
10	<b>EXEMPTION 6</b>	
11	<p>HFH Greta sync</p> <p>G7 Discussion; WebEx <b>EXEMPTION 6</b></p>	
12 <sup>PM</sup>	<p>[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Aug 9 to Tue Sep 19 (EDT)</p> <p><b>EXEMPTION 6</b> @fan.gov</p>	
1	<p>Heather + Leslie Vinjamuri</p> <p>Meeting: Cara Morrow; htt</p> <p>IPEF DS sync; Thanhauser, f</p>	
2	<p>F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR</p>	
3		
4		
5	<b>EXEMPTION 6</b>	
6		

# August 10, 2023

Thursday

August 2023

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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	10	
	From Aug 4 <b>EXEMPTION 6</b> To Aug 11	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9		
10	Week Ahead AUSTRs Meeting <b>EXEMPTION 6</b> Hurl	
11	HFH call with Workshop	
12 <sup>PM</sup>		
1	ASEAN + G20 schedule review; Dial-In Below; Annino, Angelica Z. EOP/USTR	
2	[EXTERNAL] Updated invitation: Heather Lyric @fan.gov <b>EXEMPTION 6</b> Call: Senator Warren Prep	
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# August 11, 2023

Friday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
11	<p>From Aug 4 <b>EXEMPTION 6</b></p> <p><b>EXEMPTION 6</b></p>	
7 <sup>AM</sup>		
8		
9		
10	<p><b>US-EU GSA Follow-Up</b> <b>EXEMPTION 6</b> Todd, Nora C. EOP/NSC</p> <p><b>Canceled: Weekly All COS Call; James, Maya C. EOP/WHO</b></p>	
11		
12 <sup>PM</sup>		
1	<p><b>NMPP Small Group</b> WEBEX Link below Todd, Nora C. EOP/NSC</p>	
2		
3	<p><b>AKT 2-Week LookAhead; WebEx</b> <b>EXEMPTION 6</b></p>	
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# August 12, 2023

Saturday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	12	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# August 13, 2023

Sunday

August 2023

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27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	13	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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# August 14, 2023

Monday

August 2023

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27	28	29	30	31		

September 2023

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

MONDAY		Notes
14	<p>KEC: Indonesia - Clarke, Keziah E. EOP/USTR To Aug 23</p> <p>CRC: Albany, NY - Candaele, Camille R. EOP/USTR To Aug 16</p> <p>New Event</p>	
7 <sup>AM</sup>		
8	EXEMPTION 6	
9		
10	<p><b>Meeting: USTR/AUSTR/FO (In-Person)</b> ANNEX 1&amp;2 / <b>EXEMPTION 6</b> Hurlburt, Heather F. EOP/USTR</p> <p><b>Canceled: Weekly COS/WHL Call;</b> Jame</p> <p><b>Meeting: Weekly Lookahead;</b> AKT Office</p>	
11	<p><b>Call: Amos, Sarah, &amp; Heather;</b> Webex; Hochstein, Amos J. EOP/NSC</p>	
12 <sup>PM</sup>	<p><b>Meeting: Monthly with Bill Shpiece;</b> Heather's Office (211); Hurlburt, Heather F. EOP/</p>	
1	<p><b>Sync on AGOA Reauthorization;</b> Hurlburt, Heather F. EOP/USTR</p>	
2	<p><b>Meeting: Matthew Duong (World Economic Forum);</b> W211; Hurlburt, Heather F. EOP/U</p>	
3	<p><b>Heather/Heather (USTR);</b> EEOB 364; Boushey, Heather M. EOP/CEA</p> <p><b>Meeting: IPEF DS ;</b> W203; Tai, Katherine C. EOP/USTR</p>	
4	<p><b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR</p>	
5	<p><b>Katie + Heather;</b> Heather's office; Hendrickson, Katie L. EOP/USTR</p>	
6		

# August 15, 2023

Tuesday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

September 2023

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

TUESDAY		Notes
	15	
	From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23	
	From Aug 14      CRC: Albany, NY - Candaele, Camille R. EOP/USTR      To Aug 16	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: DUSTRs Winder 203   EXEMPTION 6 #; Tai, Katherine C. EOP/USTR	
11	Heather + Tim + Bryant Sync; W211; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	(11:45) Pyle & Hurlburt; EXEMPTION 6 EXEMPTION 6	
1	[EXTERNAL] Webex meeting changed; Canceled: Call: Sec. Raimondo (Commerc	
2	Weekly AKT Invite Review (FO); Heath	
3	Meeting: Weekly Scheduling Feedback; Weekly EU CMA/TTC Discussion ; Wind	
4	USTR/Senior Staff Winder 203/ Dial in EXEMPTION 6 Tai, Katherine C. EOP/USTR	
5		
6		

# August 16, 2023

Wednesday

August 2023

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		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEDNESDAY		Notes
	16	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: black;">[REDACTED]</span> From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23 <span style="background-color: black; color: black;">[REDACTED]</span> </div>	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: black;">[REDACTED]</span> From Aug 14      CRC: Albany, NY - Candaele, Camille R. EOP/USTR                 </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;">                     FO Call; <b>EXEMPTION 6</b> <span style="background-color: black; color: black;">[REDACTED]</span> </div>	
10		
11	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: China and WTO discussion;</b> Winder 211; Hurlburt, Heather F. EOP/USTR                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Aug 9 to Tue Sep 19 (EDT)</b>  <span style="background-color: black; color: black;">[REDACTED]</span> @fan.gov <span style="background-color: black; color: black;">[REDACTED]</span> </div>	
1	<div style="border: 1px solid black; padding: 2px;"> <b>[TO MOVE] Heather &lt;&gt; David Sync;</b> W211 ; Hurlburt, Heather F. EOP/USTR                 </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>G20/ASEAN bilats sync;</b> W211; Hurlburt, Heather F. EOP/USTR                 </div>	
2	<div style="border: 1px solid black; padding: 2px;"> <b>Coffee: Heather Hurlburt (USTR) &lt;&gt; Mario Moreno Zepeda (ONDCP);</b> <b>EXEMPTION 6</b> <span style="background-color: black; color: black;">[REDACTED]</span> </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>[EXTERNAL] DFRLab &lt;&gt; Heather Hurlburt</b>  <b>EXEMPTION 6</b> <span style="background-color: black; color: black;">[REDACTED]</span> </div>	
4	<div style="border: 1px solid black; padding: 2px;"> <b>Call Dan Koh</b> </div>	
5		
6		

# August 17, 2023

Thursday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30	31		

September 2023

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

THURSDAY		Notes
	17	
	From Aug 14	KEC: Indonesia - Clarke, Keziah E. EOP/USTR To Aug 23
7 <sup>AM</sup>		
8		
9	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR	
10	Week Ahead AUSTRs Meeting EXEMPTION 6	Hurlburt
11	Meeting: Bruce Reed; WW 152; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Call: Secretary Kukies; EXEMPTION 6	
1	Weekly Logistics Sync; Winder 211; Annino, Angelica Z. EOP/USTR	
	Meeting: Steve Richetti ; WW 122; Tai, Katherine C. EOP/USTR	
2	Meeting: Global Arrangement Review W203; Tai, Katherine C. EOP/USTR	
3	Meeting: Indonesia + India Schedule review; EXEMPTION 6	
	Call: David Lynch, WaPo; S	Meeting: IPEF Environmen W203; Tai, Katherine C. EOP,
4	[EXTERNAL] Updated invit TBA EXEMPTION 6 @gmail.com	Monthly All Trade Advisor Participant Dial-In: EXEMPTION 6 MBX USTR IAPE
5		
6		

# August 18, 2023

Friday

August 2023

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		

September 2023

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

FRIDAY		Notes
	18	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white;">[REDACTED]</span> From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23 <span style="background-color: black; color: white;">[REDACTED]</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">                     AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR      To Aug 27 <span style="background-color: black; color: white;">[REDACTED]</span> </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;"> <b>FO Call; EXEMPTION 6</b> <span style="background-color: black; color: white;">[REDACTED]</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <b>Call Nelson Cunningham</b> </div>	
10	<div style="border: 1px solid black; padding: 2px;"> <b>*AGENDA ENCLOSED** In-</b> <span style="background-color: black; color: white;">[REDACTED]</span> <b>EEOB 472; Todd, Nora C. EO</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <b>Canceled: Weekly All C</b> <span style="background-color: black; color: white;">[REDACTED]</span> <b>Quick Sync re: AGOA; EEO</b> </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Mike Donilon ;</b> AKT Office; Tai, Katherine C. EOP/USTR                 </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <b>Meeting: KSA Huddle;</b> W203; Tai, Katherine C. EOP/USTR                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>Call: Greta Peisch ; EXEMPTION 6</b> <span style="background-color: black; color: white;">[REDACTED]</span>; Tai, Katherine C. EOP/USTR                 </div>	
1	EXEMPTION 6	
2	<div style="border: 1px solid black; padding: 2px;"> <b>Touch Base;</b> EEOB205 ; Schmoyer, Michael W. EOP/OA                 </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>NMPP/Statutory Review Small Group</b>                      *AGENDA ENCLOSED ** Interagency Submissions Attached ** Webex link below                      Todd, Nora C. EOP/NSC                 </div>	
4		
5	<div style="border: 1px solid black; padding: 2px;"> <b>Call: Salman Ahmed;</b> Salman will initiate ca <span style="background-color: black; color: white;">[REDACTED]</span> <b>Call: Salman Amed + Heather Hurlburt;</b> S                 </div>	
6		
	9:00pm - 9:45am Flight: AA 8120	

# August 19, 2023

Saturday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

SATURDAY		Notes
	19	
	<div style="border: 1px solid black; padding: 2px;">                     From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23                 </div>	
	<div style="border: 1px solid black; padding: 2px;">                     From Aug 18      AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR      To Aug 27                 </div>	
7 <sup>AM</sup>	<b>Flight: AA 8120</b>	
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12 <sup>PM</sup>		
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# August 20, 2023

Sunday

August 2023

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		

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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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

SUNDAY		Notes
20		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From Aug 18      AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR      To Aug 27 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# August 21, 2023

Monday

August 2023

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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		

September 2023

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

MONDAY		Notes
	21	
	<div style="border: 1px solid black; padding: 2px;">                     From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23                 </div>	
	<div style="border: 1px solid black; padding: 2px;">                     From Aug 18      AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR      To Aug 27                 </div>	
7 <sup>AM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>Quarterly Test of GETS Card</b>                      Office / Home                      Aqueche, Victor A. EOP/USTR                 </div>	
8		
9		
10	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Weekly COS/WHL Call;</b> James, Maya C. EOP/WHO                 </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Meeting: Senior Advisors</b>                      AKT Office                      Tai, Katherine C. EOP/USTR                 </div>	
12 <sup>PM</sup>		
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# August 22, 2023

Tuesday

August 2023

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

September 2023

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

TUESDAY		Notes
	22	
	<div style="border: 1px solid black; padding: 2px;">                     From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR      To Aug 23                 </div>	
	<div style="border: 1px solid black; padding: 2px;">                     From Aug 18      AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR      To Aug 27                 </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR                     </div> <div style="border: 1px solid black; padding: 2px;"> <b>Global Arrangement NMEC Call;</b> Webex; Hurst, Jonathan R. EOP/USTR                     </div>	
10		
11		
12 <sup>PM</sup>		
1		
2	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly AKT Invite Review (FO);</b> Heather's Office/Dial-In (below); Annino, Angelica Z.                     </div> <div style="border: 1px solid black; padding: 2px;"> <b>Canceled: FO/Admin/HR - Check In;</b> Ames, Fred L. EOP/USTR                     </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Weekly EU CMA/TTC Discussion ;</b> Winder 203; White, Jayme R. EOP/USTR                     </div>	
4		
5		
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	3:30am - 4:00am Team India Huddle <b>EXEMPTION 6</b>	

# August 23, 2023

Wednesday

August 2023

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

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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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

WEDNESDAY		Notes
	23	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> From Aug 14      KEC: Indonesia - Clarke, Keziah E. EOP/USTR                 </div>	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> From Aug 18    AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR To Aug 27 <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;">                     FO Call; <b>EXEMPTION 6</b> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">                     Canceled: Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherin <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
10		
11	<div style="border: 1px solid black; padding: 2px;">                     Call Josh Drobyk                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;">                     [EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Aug 9 to Tue Sep 19 (EDT)   <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> @fan.gov <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
1		
2	<div style="border: 1px solid black; padding: 2px;">                     Canceled: F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
3		
4		
5	<div style="border: 1px solid black; padding: 2px;">                     Weekly Cabinet Call; <b>EXEMPTION 6</b> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
6		

# August 24, 2023

Thursday

August 2023

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

September 2023

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

THURSDAY		Notes
	24	
	From Aug 18 AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR To Aug 27	
7 <sup>AM</sup>		
8		
9	Week Ahead FO/AUSTRs Meeting Webex; Hendrickson, Katie L. EOP/USTR	
10		
11		
12 <sup>PM</sup>		
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	11:45pm - 12:15am New Delhi Schedule Overview	EXEMPTION 6

# August 25, 2023

Friday

August 2023

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		

September 2023

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

FRIDAY		Notes
	25	
	From Aug 18 AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR To Aug 27	
7 <sup>AM</sup>		
8		
9	FO Call; EXEMPTION 6	
	Update on Pharma Supply Chain work EXEMPTION 6	
10	Heather / PPO Connect; EXEMPTION 6	
	Canceled: Weekly Taiwan Check In; ht Canceled: Weekly All COS Call; James,	
11		
12 <sup>PM</sup>	DEIA Speaker & Council Mtg EXEMPTION 6 Winborne, Annelies B. EOP/USTR	
1	EOP Chiefs Monthly Sync; EXEMPTION 6	
2		
3	AKT 2-Week LookAhead; WebEx EXEMPTION 6	
4		
5		
6		
	12:00am - 12:15am New Delhi Schedule Overview EXEMPTION 6	

# August 26, 2023

Saturday

August 2023

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

September 2023

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

SATURDAY		Notes
	26	
From Aug 18 AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR To Aug 27		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# August 27, 2023

Sunday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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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		

September 2023

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

SUNDAY		Notes
	27	
	From Aug 18 AZA: Jaipur + New Delhi - Annino, Angelica Z. EOP/USTR	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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6		

# August 28, 2023

Monday

August 2023

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		

September 2023

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

MONDAY		Notes
	28	
7 <sup>AM</sup>		
8		
9	<b>APEC/IPEF DC Prep;</b> W200; Bianchi, Sarah A. EOP/USTR <b>Meeting: USTR/AUSTR/FO (Webex)</b> <b>*New Date* Standing Sync: EU CMA (U</b> <b>EXEMPTION 6</b>	
10	<b>Weekly COS/WHL Call;</b> <b>Canceled: Weekly COS/</b> <b>Meeting: Weekly Looka</b>	
11		
12 <sup>PM</sup>	<b>Lunch: Jeff Zients</b> WW205 (Jeff's office); Tai, Katherine C. EOP/USTR	
1	<b>Nora + Heather + Greta;</b> Todd, Nora C. EC <b>HFH + Nora + Greta GA Sync</b>	
2	<b>Katie + Heather Sync;</b> W211; Hurlburt, Heather F. EOP/USTR	
3	<b>HFH + Greta Sync ;</b> W211 ; Hurlburt, Heather F. EOP/USTR	
4		
5		
6		



# August 29, 2023

Tuesday

August 2023

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		

September 2023

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

TUESDAY		Notes
	29	
7 <sup>AM</sup>		
8		
9		
10	Meeting: D-MR Rich Verma; AKT Office; Tai, Katherine C. EOP/USTR	
11	Event: AFL-CIO State of the Unions Solidarity Room, AFL-CIO Tai, Katherine C. EOP/USTR	APEC Hospitality/Logistics Sync; W203; f
12 <sup>PM</sup>	Meeting: Heather + Shantanu + Greta; AKT Office; Tai, Katherine C. EOP/USTR	
1	Meeting: Lunch with Lael Brainard WW 213 Tai, Katherine C. EOP/USTR	Domestic Travel Huddle; W211; Candaele,
2	Weekly AKT Invite Revi Amb. Brigety Pull-Aside ;	Tariff Review Small Group <b>EXEMPTION 6</b> Todd, Nora C. EOP/NSC
		Amb. Reuben Brigety; AKT Call: Shawn Fain; <b>EXEMPTION 6</b>
3	Weekly EU CMA/TTC Discussion ; Winder 203; White, Jayme R. EOP/USTR	
4	Prep: EU 2+2; AKT Office ; Tai, Katherine C. EOP/USTR	
	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
5	Call: Susan Biniaz + Kitty DiMartino (301 discussion); <b>EXEMPTION 6</b>	
6		

# August 30, 2023

Wednesday

August 2023

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		

September 2023

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

WEDNESDAY		Notes
	30	
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b>	
10	Call with Zoe Sophos (Beijing); W218 (Secure Video Call - IT will assist); Hurlburt, Heathe	
11	WTO Event Planning Sync; Candaele, Camille R. EOP/USTR	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Aug 9 to Tue Sep 19 (EDT) <b>EXEMPTION 6</b> @fan.gov	
1		
2		
3	HH<>MH Connect ; Heather's Office; Hoeck, Matthew J. EOP/USTR	
4	Mauritania / AGOA Discussion ; <b>EXEMPTION 6</b>	
5	Call Michael Werz, Munich Security Forum	
6		

# August 31, 2023

Thursday

August 2023

Su	Mo	Tu	We	Th	Fr	Sa
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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		

September 2023

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

THURSDAY		Notes
	31	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>HFH + Sara Schuman ; W211 ; Hurlburt, Heather F. EOP/USTR</b> <b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b>	
10	<b>Interview: EXEMPTION 6</b> AKT Office; Tai, Katherine C. EOP/USTR	
11	<b>Heather / Shantanu / ASB Sync;</b> Heather Office; Bianchi, Sarah A. EOP/USTR	
12 <sup>PM</sup>	<b>Meeting: IPEF Road Ahead ; W203; Tai, Katherine C. EOP/USTR</b>	
1	<b>Weekly Logistics Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR <b>Meeting: IPEF Digital ; W203; Tai, Katherine C. EOP/USTR</b>	
2	<b>Meeting: Weekly Scheduling Feedback + Invites;</b> AKT Office; Tai, Katherine C. EOP/USTR <b>Meeting: Fall Travel Lookahead;</b> W203; Tai, Katherine C. EOP/USTR	
3	<b>Meeting: Chair Khan ; EXEMPTION 6</b>	
4	<b>HFH + Katie + Shantanu;</b> W211; Hurlburt, Heather F. EOP/USTR <b>Meeting: 4 Year Review ; W203; Tai, Katherine C. EOP/USTR</b>	
5	<b>Call with Dan;</b> Dan will initiate a three-way <b>Meeting: Labor Stakeholder Road Ahead;</b> <b>Meeting: Memo Review;</b> AKT Office; Tai, Katherine C. EOP/USTR	
6		

# September 1, 2023

Friday

September 2023

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October 2023

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FRIDAY		Notes
1	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>FO Call; EXEMPTION 6</b>	
10	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> ; Tai, Katherine C. EOP/USTR <b>Planning Call: USTR &lt;&gt; WTO (DG Ngozi)</b> <b>Weekly All COS Call;</b> Webex; Walker, S	
11	<b>Meeting: Anita Dunn (Zoom); EXEMPTION 6</b>	
12 <sup>PM</sup>	<b>Interview: EXEMPTION 6</b> ; AKT Office; Tai, Katherine C. EOP/USTR	
1	<b>AGOA 2025 and Beyond Renewal;</b> <a href="https://">https://</a> <b>Call: Gene Sperling</b> ; Gene will initiate call <b>Interview: EXEMPTION 6</b> AKT Office; Tai, Katherine C. EOP/USTR	
2	<b>Meeting: Pharma Supply Chains Review</b> ; W203; Tai, Katherine C. EOP/USTR <b>Meeting: GA Plan B Review;</b> W203; Tai, Katherine C. EOP/USTR	
3	<b>IPEF Meeting; EXEMPTION 6</b> <b>Call with Sarah MArgon</b>	
4		
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# September 2, 2023

Saturday

September 2023

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October 2023

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SATURDAY		Notes
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12 <sup>PM</sup>		
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# September 3, 2023

Sunday

September 2023

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October 2023

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SUNDAY		Notes
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7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# September 4, 2023

Monday

September 2023

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October 2023

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MONDAY		Notes
4	Office closed - Labor Day - Hendrickson, Katie L. EOP/USTR	
7 <sup>AM</sup>		
8		
9		
10		
11	11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); h	
12 <sup>PM</sup>		
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# September 5, 2023

Tuesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
5	<p>2:00pm CRC: Sacramento - Candaele, Camille R. EOP/USTR To Sep 9</p> <p>4:00pm HFH on travel To Sep 8</p>	
7 <sup>AM</sup>		
8	<p><b>REMEMBER TO SEND FO EXPECTATIONS EMAIL</b></p>	
9	<p><b>Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
10	<p><b>Meeting: USTR/AUSTR/FO (In-Person)</b> ANNEX 1&amp;2/ <b>EXEMPTION 6</b></p> <p><b>USTR Planning Call: WTO Fireside Chat;</b> Candaele, Camille R. EOP/USTR</p>	
11	<p><b>Heather/Chris quick chat;</b> HH office; Wilson, Christopher S. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>HFH + ADM Sync;</b> W211; Hurlburt, Heather F. EOP/USTR</p>	
1	<p><b>Meeting: Mexico Memo Review;</b> W203; Tai, Katherine C. EOP/USTR</p>	
2	<p><b>Interview: EXEMPTION 6;</b> W211 ; Hurlburt,</p> <p><b>Meeting: Jared Bernstein ;</b> EEOB 360; Tai,</p> <p><b>Depart for airport</b></p>	<p><b>Weekly AKT Invite Review (FO);</b> Heath</p> <p><b>Canceled: FO/Admin/HR - Check In;</b> A</p> <p><b>Weekly EU CMA/TTC Discussion ;</b> Wind</p>
3		
4	<p><b>Meeting: 2+2 Meeting Prep;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
5		
6	<p><b>UA 234</b> IAD --&gt; BER</p>	



# September 6, 2023

Wednesday

September 2023

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October 2023

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WEDNESDAY		Notes
6		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> From Sep 5    CRC: Sacramento - Candaele, Camille R. EOP/USTR    To Sep 9 <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> From Sep 5    HFH on travel    To Sep 8 <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>		
7 <sup>AM</sup>		
8	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: EU 2+2</b>                      EEOB 180A                      Tai, Katherine C. EOP/USTR                 </div>	EXEMPTION 6
9	<div style="border: 1px solid black; padding: 2px;"> <b>FO Call;</b> https://p<span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
10	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Warren R</b> </div>	
	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Weekly Cabinet</b> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Canceled: [HOLD] I</b> </div>
11	<div style="border: 1px solid black; padding: 2px;"> <b>USTR/Senior Staff</b>                      Winder 203/ Dial in <span style="background-color: black; color: red; text-align: center; font-weight: bold;">EXEMPTION 6</span>                      Tai, Katherine C. EOP/USTR                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>[EXTERNAL] Updated invitation: Recurring:</b>  <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span>@fan.gov <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>FW: Webinar on Personal I</b>                      Webex; EOP Safety                 </div>
		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>*Agenda Attached* Tariff</b>  <span style="background-color: black; color: red; text-align: center; font-weight: bold;">EXEMPTION 6</span>                      Todd, Nora C. EOP/NSC                 </div>
1	<div style="border: 1px solid black; padding: 2px;"> <b>China Ag Intro Letter Discussion;</b> Winder 423; MBX USTR Sec_25 Ag                 </div>	
2	<div style="border: 1px solid black; padding: 2px;"> <b>F.O./HR/Admin Check-In Bi-Weekly;</b> WebEx; Ames, Fred L. EOP/USTR                 </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Weekly Scheduling Feedback</b> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
4	<div style="border: 1px solid black; padding: 2px;"> <b>AGOA 2024 Review Discussion with FO</b>  <span style="background-color: black; color: red; text-align: center; font-weight: bold;">EXEMPTION 6</span> </div>	
5	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Weekly Cabinet Call;</b> Walker, Serena E. <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Weekly Cabinet Call;</b> <span style="background-color: black; color: red; text-align: center; font-weight: bold;">EXEMPTION 6</span> </div>
6		
12:00am - 2:20am UA 234(IAD --> BER)		

# September 7, 2023

Thursday

September 2023

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October 2023

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THURSDAY		Notes
7		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;"> </span> From Sep 5    CRC: Sacramento - Candaele, Camille R. EOP/USTR    To Sep 9 <span style="background-color: black; color: white; padding: 0 5px;"> </span> </div>		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;"> </span> From Sep 5    HFH on travel    To Sep 8 <span style="background-color: black; color: white; padding: 0 5px;"> </span> </div>		
7 <sup>AM</sup>		
8		
9		
10	<div style="border: 1px solid black; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>  <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span>    Hurl <span style="background-color: black; color: white; padding: 0 5px;"> </span> </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: WTO Fireside Chat Planning;</b> <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span> </div>	
12 <sup>PM</sup>		
1	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Weekly Logistics Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR <span style="background-color: black; color: white; padding: 0 5px;"> </span> </div>	
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# September 8, 2023

Friday

September 2023

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October 2023

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FRIDAY		Notes
	8	
	From Sep 5 CRC: Sacramento - Candaele, Camille R. EOP/USTR To Sep 9	
	From Sep 5 HFH on travel 11:30pm	
7 AM	<b>UA 235</b> BER --> IAD	
8		
9	FO Call; <b>EXEMPTION 6</b>	
10	Weekly All COS Call; W <b>EXEMPTION 6</b> Canceled: Weekly All C <b>EXEMPTION 6</b>	
11		
12 PM	Canceled: Weekly Taiwan Check In; <b>EXEMPTION 6</b>	
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3	AKT 2-Week LookAhead; WebEx <b>EXEMPTION 6</b>	
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# September 9, 2023

Saturday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
9	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 2px;">■</span> From Sep 5    CRC: Sacramento - Candaele, Camille R. EOP/USTR    8:00am                 </div>	
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# September 10, 2023

Sunday

September 2023

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October 2023

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SUNDAY		Notes
	10	
7 <sup>AM</sup>		
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12 <sup>PM</sup>	<b>EXEMPTION 6</b>	
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# September 11, 2023

Monday

September 2023

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October 2023

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MONDAY		Notes
	11	
7 <sup>AM</sup>		
8		
9	<p><b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
10	<p><b>Meeting: USTR/AUSTR/FO (In-Person)</b> ANNEX 1&amp;2 / <b>EXEMPTION 6</b> Hurlburt, Heather F. EOP/USTR</p>	
	<p><b>Weekly COS/WHL Call;</b> [REDACTED] <b>Canceled: Weekly COS/</b> [REDACTED]</p>	
11	<p><b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>HR/Staffing check in;</b> Winder 211; Hendrickson, Katie L. EOP/USTR</p>	
	<p><b>Heather + PAO Sync;</b> W211; Hurlburt, Heather F. EOP/USTR</p>	
1	<p><b>Heather + Kelly Sync;</b> Kelly's office (someone will escort Heather up) ; Hurlburt, Heather F</p>	
2	<p><b>Meeting: Mauritania</b> W203/ Dial In <b>EXEMPTION 6</b> ; Tai, Katherine C. EOP/USTR</p>	
	<p><b>Katie &amp; Heather connect;</b> Heather's office; Hendrickson, Katie L. EOP/USTR</p>	
3		
4	<p><b>Todd Tucker, Roosevelt Institute - USTR Connect;</b> Webex; Hurst, Jonathan R. EOP/USTR</p>	
	<p><b>Heather + Andrea Connect;</b> Heather's Office (211); Hurlburt, Heather F. EOP/USTR</p>	
5		
6	EXEMPTION 6	

# September 12, 2023

Tuesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	12	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: DUSTRs Winder 203   EXEMPTION 6; Tai, Katherine C. EOP/USTR	
11	Sushan + Heather Sync; W211; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	Check-In Call: USTR <> WTO; EXEMPTION 6	
	EXEMPTION 6 Meeting: Glenn Fogel (Booking Holdings)	
1	Meeting: Commercial Shipbuilding ; AKT Office; Tai, Katherine C. EOP/USTR	
2	Weekly AKT Invite Review (FO); Heath; Meeting: Martha Esparza ; AKT's Office; Tai	
3	DC Meeting WHSR Hurlburt, Heather F. EOP/USTR	Weekly EU CMA/TTC Discussion ; Wind
4	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR Heather + Tina Sync; Hurlburt, Heather F. EOP/USTR	
5	PPO <> USTR; Heather will call Namrata at EXEMPTION 6; Mujumdar, Namrata A. EOP/WI	
6		

# September 13, 2023

Wednesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

WEDNESDAY		Notes
	13	
7 <sup>AM</sup>		
8		
9	<p><b>FO Call; EXEMPTION 6</b></p> <p>Heather + Sam Sync ; W211; Hurlburt, Heather F. EOP/USTR</p>	
10	<p><b>*Paper Attached* EOP Global Arrangement Sync; EXEMPTION 6</b></p> <p>Weekly Cabinet COS Call; Webex; Walker, Serena E. EOP/WHO</p>	
11		
12 <sup>PM</sup>	<p><b>[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Aug 9 to Tue Sep 19 (EDT)</b></p> <p>EXEMPTION 6 @fan.gov</p>	
1	<p>Navtej &lt;&gt; Heather Check-In; Navtej will call Heather; Dhillon, Navtej S. EOP/WHO</p>	
2	<p><b>USTR/Senior Staff</b></p> <p>Winder 203/ Dial in EXEMPTION 6</p> <p>Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Meeting: Monthly with Bill Shpiece; Heather's Office (211); Hurlburt, Heather F. EOP/</b></p> <p>Heather + Jamila + Beth Sync; W211; Hurlburt, Heather F. EOP/USTR</p>	
4	<p><b>Meeting: Japan Center for International Exchange Delegation</b></p> <p>Winder 203; Tai, Katherine C. EOP/USTR</p>	
5	<p><b>Meeting: APEC Planning Update; HFH Office; Clarke, Keziah E. EOP/USTR</b></p> <p><b>Hybrid Cabinet Meeting</b></p> <p>EXEMPTION 6</p>	
6	<p>Tai, Katherine C. EOP/USTR</p>	



# September 14, 2023

Thursday

September 2023

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October 2023

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

THURSDAY		Notes
	14	
7 <sup>AM</sup>		
8		
9		
10	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b> Hurlbur	
11	<b>EXEMPTION 6</b>	
12 <sup>PM</sup>	<b>Meeting: Memo Review;</b> AKT Office; Tai, Katherine C. EOP/USTR <b>EXEMPTION 6</b> <b>Meeting: Sync Re WH Event;</b> AKT Office; T	
1	<b>Weekly Logistics Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR	
2	<b>Brendan + Heather Sync;</b> W211; Hurlburt, Heather F. EOP/USTR	
3	<b>G7 + AGOA Travel Sync;</b> W211; Candaele, Camille R. EOP/USTR	
	<b>Heather F + Camille S Sync ;</b> Hurlburt, Heather F. EOP/USTR	
4	<b>Call: Kim Glas ;</b> <b>EXEMPTION 6</b> (Heather will initiate call)	
5	<b>Mauritania Follow Up 3;</b> <b>EXEMPTION 6</b>	
6		

# September 15, 2023

Friday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

FRIDAY		Notes
	15	
7 <sup>AM</sup>		
8		
9	<p><b>FO Meeting;</b> W203; Candaele, Camille R. EOP/USTR</p> <p><b>IPEF Touch Base;</b> Hurlburt, Heather F. EOP/USTR</p>	
10	<p><b>Meeting: AGOA Planning;</b> HFH Office; Hurlburt, Heather F. EOP/USTR</p> <p><b>Weekly All COS Call;</b> Webex; Walker, Serena E. EOP/WHO</p>	
11		
12 <sup>PM</sup>	<p><b>Meeting: AGOA Renewal;</b> W203; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Contingency Planning</b> HFH Office; Hurlburt, Heather F. EOP/USTR</p>	
1	<p><b>Speech Prep</b> AKT's Office Tai, Katherine C. EOP/USTR</p>	
2	<p><b>OMB Budget Kick-Off Meeting</b> <b>EXEMPTION 6</b> Leibenlu</p>	
3	<p><b>Call Nelson Cunningham</b></p>	
4		
5		
6		

# September 16, 2023

Saturday

September 2023

Su	Mo	Tu	We	Th	Fr	Sa
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October 2023

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22	23	24	25	26	27	28
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SATURDAY		Notes
	16	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# September 17, 2023

Sunday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
17		
KLH: Johannesburg (AGOA pre-advance) - Hendrickson, Katie L. EOP/USTR To Sep 21		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# September 18, 2023

Monday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

MONDAY		Notes
	18	
	From Sep 17 KLH: Johannesburg (AGOA pre-advance) - Hendrickson, Kat To Sep 21	
7 <sup>AM</sup>		
8		
9	<b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR <b>Meeting: USTR/AUSTR/FO (Webex)</b> <b>EXEMPTION 6</b>	
10	<b>Weekly Cabinet COS Call;</b> Webex; Walker, Serena E. EOP/WHO  <b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR <b>Call: Myron Brilliant (Global Innovation &amp; Growth Group); EXEMPTION 6</b>	
11		
12 <sup>PM</sup>		
1		
2		
3	<b>Meeting: NASSCOM (Tommy Andrews);</b> Annex 1&2 ; Tai, Katherine C. EOP/USTR <b>HFH + ADM + Sam Sync;</b> W211; Hurlburt, Heather F. EOP/USTR	
4	<b>Prep: WTO Fireside Chat</b> AKT Office ; Tai, Katherine C. EOP/USTR	
5	<b>Meeting: DG Ngozi &amp; Daniel Runde (CSIS); EXEMPTION 6</b>	
6		

# September 19, 2023

Tuesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
19	<p>From Sep 17 KLH: Johannesburg (AGOA pre-advance) - Hendrickson, Kat To Sep 21</p> <p><b>EXEMPTION 6</b> To Sep 22</p>	
7 <sup>AM</sup>		
8	<b>EXEMPTION 6</b>	
9		
10		
11	<p><b>Mohsin-Heather Catch-Up</b>; Microsoft Teams Meeting; Syed, Mohsin (OST)</p>	
12 <sup>PM</sup>		
1	<p><b>South Africa Ticketing Convo</b>; W211; Hurlburt, Heather F. EOP/USTR</p>	
2	<p><b>Sync with Jamila &amp; Beth</b> ; W211; Hurlburt, <b>Weekly AKT Invite Review (FO)</b>; Heath</p> <p><b>Speech Prep: CSIS</b>; AKT Office ; Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Meeting: Weekly Scheduling Feedback + Invites</b>; AKT Office; Tai, Katherine C. EOP/U</p>	
4	<p><b>USTR --&gt; Local Stop</b> ; Fairmont Washington D.C. Georgetown, 2401 M Street NW, Washir</p> <p><b>Meeting: H.E. Pham Minh Chinh, Prime Minister of Viet Nam</b>; Dumbarton Room, Fairm</p>	
5		
6		

# September 20, 2023

Wednesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	20	
	From Sep 17 KLH: Johannesburg (AGOA pre-advance) - Hendrickson, Kat To Sep 21	
	From Sep 19 <b>EXEMPTION 6</b> To Sep 22	
7 <sup>AM</sup>		
8	Call Josh Drobnik	
9	FO Call; <b>EXEMPTION 6</b>	
	Meeting: Minister Patel ; W203; Tai, Katherine C. EOP/USTR	
10		
11	FW: Team USTR Americas Act Review ; Winder 203; Hoeck, Matthew J. EOP/USTR	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ <b>EXEMPTION 6</b> @fan.gov	
	USTR/Senior Staff Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
1	Meeting: WTO E-Commerce JSI; W203; Tai, Katherine C. EOP/USTR	
2	F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR	
	Meeting: Econ Office ; Winder 203; Tai, Katherine C. EOP/USTR	
3	Meeting: IPEF Debrief; W203; Tai, Katherine C. EOP/USTR	
4		
5	Prep: OSF Fireside Chat ; A Canceled: Weekly Cabir Canceled: Weekly Cabir	
6	<b>EXEMPTION 6</b>	

# September 21, 2023

Thursday

September 2023

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October 2023

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

THURSDAY		Notes
	21	
	<div style="border: 1px solid black; padding: 2px;">                     From Sep 17 KLH: Johannesburg (AGOA pre-advance) - Hendrickson, Katie L. EOP/US                 </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">                     From Sep 19 <b>EXEMPTION 6</b> To Sep 22                 </div>	
7 <sup>AM</sup>		
8		
9		
10	<div style="border: 1px solid black; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>  <b>EXEMPTION 6</b> Hurlburt                 </div>	
11		
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>Event: The Rise of Green and Equitable Economic Policy in the Americas (Open Societ</b>                      Room 944 (9th Floor), Johns Hopkins SAIS (555 Pennsylvania Avenue NW, Washington, DC                      Tai, Katherine C. EOP/USTR                 </div>	
1	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly Logistics Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR                 </div>	
2	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>FW: Security Officer Concerns</b>                      Microsoft Teams Meeting                      Haynes, Roderick                 </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;"> <b>Prep: Fireside Chat with DG Ngozi ; AKT C</b> </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>*New RAH attache</b>  <b>EXEMPTION 6</b>                      Todd, Nora C. EOP/US                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     Heather + Chris Sle                 </div>	
4	<div style="border: 1px solid black; padding: 2px;">                     Heather + Ken; Wir                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;"> <b>[EXTERNAL] Updat</b>                      TBA  <b>EXEMPTION 6</b> </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;"> <b>Monthly All Trade</b>                      Participant Dial-In: (                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     MBX USTR IAPE                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;"> <b>Hybrid Cabinet M€</b> </div>	
5	<div style="border: 1px solid black; padding: 2px;"> <b>GA Sync;</b> W211; Hurlburt, Heather F. EOP/USTR                 </div>	
6	EXEMPTION 6	



# September 22, 2023

Friday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
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FRIDAY		Notes
	22	
	<div style="border: 1px solid black; padding: 2px;">                     From Sep 19 AZA: OOO (California) - Annino, Angelica Z. EOP/USTR                 </div> <div style="border: 1px solid black; padding: 2px;">                     4:00pm CRC: North Carolina - Candaele, Camille R. EOP/USTR To Sep 27                 </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;"> <b>FO Call; EXEMPTION 6</b> </div>	
10	<div style="border: 1px solid black; padding: 2px;"> <b>Event: Transatlantic Forum on GeoEcono</b>  <b>EXEMPTION 6</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Weekly All COS Call; Webex; Walker, Se</b> </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Canceled: Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b> </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: September/October Travel Lookahead; W203; Tai, Katherine C. EOP/USTR</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Meeting: Heather &amp; Katie; AKT Office; Tai, Katherine C. EOP/USTR</b> </div>	
1	<div style="border: 1px solid black; padding: 2px;"> <b>EOP Chiefs Monthly Sync; EXEMPTION 6</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>USTR --&gt; CSIS; 1616 Rhode Island Ave. NV</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Weekly EU CMA/TTC Discussion ; Winder</b> </div>	
2	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Pre-Meet with DG Ngozi; Anne</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Event: Fireside Chat with DG Ngozi</b> </div>	
3	<div style="border: 1px solid black; padding: 2px;">                     CSIS (1616 Rhode Island Ave                      Tai, Katherine C. EOP/USTR                 </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>EOY Planning Call; Webex;</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Canceled: Weekly Taiw</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Canceled: AKT 2-Week LookAhead; WebEx (https://pit</b> </div>	
4		
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6		
	7:00pm - 9:00pm HFH dinner Maureen	

# September 23, 2023

Saturday

September 2023

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October 2023

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22	23	24	25	26	27	28
29	30	31				

SATURDAY		Notes
	23	
	From Sep 22 CRC: North Carolina - Candaele, Camille R. EOP/USTR To Sep 27	
7 <sup>AM</sup>		
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9		
10	<b>EXEMPTION 6</b>	
11		
12 <sup>PM</sup>		
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# September 24, 2023

Sunday

September 2023

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October 2023

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SUNDAY		Notes
24		
<div style="border: 1px solid orange; padding: 2px;"> <span style="background-color: black; color: black;">■</span> From Sep 22 CRC: North Carolina - Candaele, Camille R. EOP/USTR To Sep 27 <span style="background-color: black; color: black;">■</span> </div>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# September 25, 2023

Monday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

MONDAY		Notes
	25	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white;">[REDACTED]</span> From Sep 22 CRC: North Carolina - Candaele, Camille R. EOP/USTR To Sep 27 <span style="background-color: black; color: white;">[REDACTED]</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">                     KLH: North Carolina - Hendrickson, Katie L. EOP/USTR To Sep 27 <span style="background-color: black; color: white;">[REDACTED]</span> </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR <span style="background-color: black; color: white;">[REDACTED]</span> </div>	
10	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: USTR/AUSTR/FO (In-Person)</b>                      ANNEX 1&amp;2 / <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span>                      Hurlburt, Heather F. EOP/USTR <span style="background-color: black; color: white;">[REDACTED]</span> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <b>Monday Cabinet COS Call;</b> <span style="border: 1px solid black; padding: 2px;">Canceled: Weekly COS/<span style="background-color: black; color: white;">[REDACTED]</span></span> <span style="border: 1px solid black; padding: 2px; margin-left: 10px;">Canceled: Weekly COS/<span style="background-color: black; color: white;">[REDACTED]</span></span> </div>	
11		
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Senior Advisors</b>                      AKT Office                      Tai, Katherine C. EOP/USTR <span style="background-color: black; color: white;">[REDACTED]</span> </div>	
1		
2	<div style="border: 1px solid black; padding: 2px;"> <b>HFH + Bryant;</b> W211; Hurlburt, Heather F. EOP/USTR                 </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <b>USTR &lt;&gt; PPO;</b> Webex; Mujumdar, Namrata A. EOP/WHO                 </div>	
3		
4	<div style="border: 1px solid black; padding: 2px;"> <b>pre-DC China Econ sync;</b> W218; Bianchi, Sarah A. EOP/USTR                 </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> <b>Meeting: Sam Michel;</b> HFH Office; Hurlburt, Heather F. EOP/USTR                 </div>	
5	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Heather;</b> AKT Office; Tai, Katherine C. EOP/USTR <span style="background-color: black; color: white;">[REDACTED]</span> </div>	
6		
	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Minister Ahn;</b> <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span> </div>	

# September 26, 2023

Tuesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

TUESDAY		Notes
	26	
	From Sep 22 CRC: North Carolina - Candaele, Camille R. EOP/USTR To Sep 27	
	From Sep 25 KLH: North Carolina - Hendrickson, Katie L. EOP/USTR To Sep 27	
7 <sup>AM</sup>		
8		
9		
10	<b>Connect</b> 205; Schmoyer, Michael W. EOP/OA	
11	<b>IPEF</b> Heather's office; Ellerman, Sarah C. EOP/USTR	
12 <sup>PM</sup>		
1		
2	<b>Weekly AKT Invite Review (FO);</b> Heather's Office/Dial-In (below); Annino, Angelica	
3	<b>In-Person Small Group Meeting on Saudi Arabia Econ Proposals</b> Amos' Office (176) Hochstein, Amos J. EOP/NSC	
4	<b>Canceled: Bi-weekly IPEF Coordination</b> <b>Weekly EU CMA/TTC Discussion ; Wind</b>	
5		
6		

# September 27, 2023

Wednesday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

WEDNESDAY		Notes
	27	
	<div style="border: 1px solid black; padding: 2px;">                     From Sep 22 CRC: North Carolina - Candaele, Camille R. EOP/USTR 4:00pm                 </div> <div style="border: 1px solid black; padding: 2px;">                     From Sep 25 KLH: North Carolina - Hendrickson, Katie L. EOP/USTR                 </div>	
7 AM		
8		
9	<div style="border: 1px solid black; padding: 2px;"> <b>Invitation: ISAB New Security Challenges Study Group Meeting @ Wed Sep 27, 2023 8:30am - 4pm (EDT)</b>                      (heather.f.hurlburt@fan.gov)                      HST/Teams                      EXEMPTION 6                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     FO Call; EXEMPTION 6                 </div>	
10	<div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     Meeting: Josh Kag;                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     Weekly Cabinet                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 40px;">                     Canceled: *New                 </div>	
11	<div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     Meeting: APEC Syn                 </div>	
12 PM	<div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     [EXTERNAL] Updated EXEMPTION 6 @far                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     Life at Work - A DE EXEMPTION 6 zoomgo Winborne, Annel                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 40px; color: red; font-weight: bold;">                     EXEMPTION 6                 </div>	
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2		
3	<div style="border: 1px solid black; padding: 2px; margin-left: 20px;">                     FW: HOLD: IPEF November Schedule and                 </div>	
4	<div style="border: 1px solid black; padding: 2px;"> <b>Interagency meeting on domestic shipbuilding</b>                      EXEMPTION 6                 </div>	
5		
6	<div style="border: 1px solid black; padding: 2px;">                     Meeting: Minister Farrell (Australia); EXEMPTION 6                 </div> <div style="border: 1px solid black; padding: 2px;">                     Meeting: RRM Decision Memo; EXEMPTION 6 ; Tai, Ka                 </div>	

# September 28, 2023

Thursday

September 2023

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October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

THURSDAY		Notes
	28	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>EXEMPTION 6</b>	
	<div style="border: 1px solid black; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>  <b>EXEMPTION 6</b> </div>	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Senator Bob Casey;</b> Russell 393;                 </div>
10		
11	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Minister Jaishankar (India);</b> W203; Tai, Katherine C. EOP/USTR                 </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Minister Airlangga (Indonesia);</b> <b>EXEMPTION 6</b> </div>	
12 <sup>PM</sup>		
	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Secretary Buenrostro (Mexico);</b> W203; Tai, Katherine C. EOP/USTR                 </div>	
1	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Annual Tribal Consultation Sess</b>  <b>EXEMPTION 6</b>                      Tai, Katherine C. EOP/USTR                 </div>	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly Logistics Sync;</b> Winder 211; An                 </div>
2	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: PC Prep;</b> AKT Office; Tai, Katherine C. EOP/USTR                 </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>ASB/Heather IPEF Shutdown Sync;</b> W200; Bianchi, Sarah A. EOP/USTR                 </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>USTR DEIA Strategic Plan -- Kick Off Mtg</b>  <b>EXEMPTION 6</b> </div>	<div style="border: 1px solid black; padding: 2px;"> <b>PC Meeting</b>                      WHSR                      Tai, Katherine C. EOP/USTR                 </div>
4	<div style="border: 1px solid black; padding: 2px;"> <b>Heather + Jamila Sync;</b> W213; Hurlburt, H                 </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>[EXTERNAL] Invitation: Roosevelt - US</b> </div>	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: American Chamber in Shanghai</b> </div>
5		
	<b>EXEMPTION 6</b>	<div style="border: 1px solid black; padding: 2px;"> <b>Cabinet Meeting (Hybrid);</b> <a href="https://pitc.zoc">https://pitc.zoc</a> </div>
6		

# September 29, 2023

Friday

September 2023

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October 2023

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FRIDAY		Notes
	29	
	<b>EXEMPTION 6</b>	
	KEC & AZA: San Francisco (APEC Advance) - Clarke, Keziah E. EOP/USTR	
7 <sup>AM</sup>		
8	<b>Canceled: Meeting: US-Mexico HLED USG Pre-Brief</b> ; TBC, State Dept; Tai, Katherine C.	
9	<b>Working Breakfast: US-Mexico HLED</b> Madison Room ; Tai, Katherine C. EOP/USTF	<b>FO Call; EXEMPTION 6</b>
10	<b>Plenary: US-Mexico HLED</b> Benjamin Franklin Room (8th Floor) Tai, Katherine C. EOP/USTR	<b>OMB Planning Meeting [D]</b>
11		<b>IPEF shutdown sync; Webe</b> <b>Canceled: Friday Cabinet C</b>
		<b>EOY Planning Call; Webex; Feldmann, Sarah A. EOP/OA</b>
12 <sup>PM</sup>	<b>Weekly Taiwan Check I</b>	<b>Canceled: Weekly Taiw</b> <b>Heather / Nora Sync; Nora</b>
		<b>Canceled: IPEF Shutdown Sync; W200; Bianchi, Sarah A. EOP/USTR</b>
1	<b>Meeting: Annual Tribal Consultation Session 2</b> <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
2	<b>Andrea/Heather; EXEMPTION 6</b>	
		<b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b>
3	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
4		<b>Meeting: IPEF GRP ; W203; Tai, Katherine C. EOP/USTR</b>
5	<b>FW: TTC update; Webex; Payne, Samantha</b> <b>Meeting: Heather + Shantanu (Shutdown</b>	
		<b>Meeting: Weekly Scheduling Feedback + Invites; AKT Office/ Virtual for KC &amp; AZA; T</b>
6		



# September 30, 2023

Saturday

September 2023

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October 2023

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SATURDAY		Notes
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	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# October 1, 2023

Sunday

October 2023

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November 2023

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SUNDAY		Notes
1	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# October 2, 2023

Monday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	2	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9		
10	<p><b>Meeting: USTR/AUSTR/FO (In Person)</b> Annex, <b>EXEMPTION 6</b> Hurlburt, Heather F. EOP/USTR</p> <p><b>Canceled: Weekly COS/WHL Call;</b> Walk <b>Meeting: Weekly Lookahead;</b> AKT Office ;</p>	
11	<p><b>USTR All-Staff Meeting ;</b> <b>EXEMPTION 6</b> <b>Canceled: IPEF huddle;</b> W200; Bianchi, Sar</p> <p><b>Meeting: Senior Advisors</b> AKT Office; Tai, Katherine C</p>	
12 <sup>PM</sup>	<p><b>Heather -Elina call</b> <b>Canceled: Daily IPEF sy</b></p> <p><b>MC-13 Logistics discussion;</b> Heather's Office, Winder 211; Hurlburt, Heather F. EOP/USTR</p>	
1	<p><b>Call: President Shuler (AFL-CIO);</b> <b>EXEMPTION 6</b> Tai, Katherine C. EOP</p> <p><b>Team IPEF check in;</b> Webex; Bianchi, Sarah A. EOP/USTR</p>	
2	<p><b>UK Sync;</b> Hurlburt, Heather F. EOP/USTR</p>	
3		
4	<p><b>Call Andy GReen</b> <b>Cabinet Meeting</b> Cabinet Room, WH Tai, Katherine C. EOP/USTR</p>	
5		
6		

# October 3, 2023

Tuesday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	3	
	Travel: Pittsburgh, PA - Tai, Katherine C. EOP/USTR	
7 <sup>AM</sup>		
8		
9	<b>EXEMPTION 6</b>	
10		
	Katie + Heather Connect; Heather's Office; Hendrickson, Katie L. EOP/USTR	
11		
	IPEF Huddle; W200; Bianchi, Sarah A. EOP/USTR	
12 <sup>PM</sup>		
	Canceled: Daily IPEF sync [shutdown]; W200 (or webex); Bianchi, Sarah A. EOP/USTR	
1		
	EU/UK CMA- Touchbase; <b>EXEMPTION 6</b>	
	Canceled: EU/UK Check in; W203 or Con Call; White, Jayme R. EOP/USTR	
2		
	HR Update; Webex; Ames, Fred L. EOP/USTR	
3		
	Weekly AKT Invite Review (FO) Heather's Office/Dial-In (below); Annino, Angelica Z. EOP/USTR	
4		
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6		

# October 4, 2023

Wednesday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	4	
7 <sup>AM</sup>		
8		
9	<p><b>FO Call; EXEMPTION 6</b></p>	
10	<p><b>Inclusivity check in;</b> Webex; Bianchi, Sarah A. EOP/USTR</p> <p><b>Weekly Cabinet COS Call;</b> Webex; Walker, Serena E. EOP/WHO</p>	
11	<p><b>USTR/Senior Staff</b> Winder 203/ <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR</p> <p><b>11:00am Monthly Meeting:</b> Sarah Feld</p>	
12 <sup>PM</sup>	<p><b>USTR &lt;&gt; OMB Return to Office Sync ;</b> Hu</p> <p><b>Meeting: Heather + Katie;</b> AKT Office;</p> <p><b>[EXTERNAL] Updated invitation:</b> <b>Recurring: Standing ISAB Check In @</b> <b>EXEMPTION 6</b> @fan.gov</p>	
1	<p><b>Intern Lunch</b> Winder Building - Room 203 (2nd Floor) Hurlburt, Heather F. EOP/USTR</p>	
2	<p><b>EU Sync ;</b> Hurlburt, Heather F. EOP/USTR</p> <p><b>F.O./HR/Admin Check-In Bi-Weekly;</b> V</p> <p><b>Meeting: Memo Review;</b> AKT Office; Tai</p>	
3	<p><b>Meeting: IPEF Ministerial Prep ;</b> W203 ; Tai, Katherine C. EOP/USTR</p>	
4	<p><b>Interview: EXEMPTION 6</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>FY 2024 spend plan discussion;</b> Webex; Ames, Fred L. EOP/USTR</p>	
5	<p><b>Meeting: Weekly Scheduling Feedback + Invites;</b> AKT Office; Tai, Katherine C. EOP/U</p> <p><b>Weekly Cabinet Call;</b> Walker, Serena E. <b>Weekly Cabinet Call; EXEMPTION 6;</b></p>	
6		
	8:30pm - 10:00pm IPEF Virtual Ministerial <b>EXEMPTION 6</b>	

# October 5, 2023

Thursday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	5	
	KEC Travel: Atlanta, CA - Annino, Angelica Z. EOP/USTR To Oct 6	
7 <sup>AM</sup>		
8		
9		
10	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b> Hurlburt	
	Sarah/Heather Monthly Sync; Webex; Feldmann, Sarah A. EOP/OA	
11	<b>AJW/Heather H. Connect;</b> AJW's Office ; White, Jayme R. EOP/USTR <b>Meeting: UK TPF;</b> AKT Office ; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>Sync on Paper DC on International Health Regulations and the Pandemic Accord;</b> W2 <b>GRP check in ;</b> Webex; Bianchi, Sarah A. EO <b>Call: Arati Prabhakar;</b> ATK to call AP <b>EXEMPTION 6</b>	
1	<b>Speech Prep: CAP Event ;</b> AKT Office; Tai, Katherine C. EOP/USTR	
2	<b>Team IPEF check in;</b> Webex; Bianchi, Sarah <b>Meeting: AGOA Update;</b> W203; Tai, Katherine C. EOP/USTR <b>Coffee: Cara Morrow ;</b> Heather's Office (W	
3	<b>APEC/IPEF Press Statements Conversation;</b> <b>EXEMPTION 6</b> <b>CTF check in;</b> Webex; Bianchi, Sarah A. EO <b>Call: Senator Ossoff;</b> <b>EXEMPTION 6</b>	
4	<b>Meeting: Greta + Heather ;</b> AKT Office ; Tai, Katherine C. EOP/USTR <b>Meeting: RRM;</b> W203; Tai, Katherine C. EOP/USTR	
5	<b>Matt Siordia and Chris Gundermann/Heather H. onnect;</b> Heather's Office ; Gundermann	
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# October 6, 2023

Friday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
6	<div style="border: 1px solid black; padding: 2px;">                     From Oct 5      KEC Travel: Atlanta, CA - Annino, Angelica Z. EOP/USTR                 </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;"> <b>FO Call; EXEMPTION 6</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">                     Speak with Ellen and Amy                 </div>	
10	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO</b> </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Heather + Fred; Winder 211; Hurlburt, Heather F. EOP/USTR</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>Pre-AGOA civil society outreach plan; Webex; Hendrickson, Katie L. EOP/USTR</b> </div>	
12 <sup>PM</sup>		
1	<div style="border: 1px solid black; padding: 2px;"> <b>EOP office hours on return to office / work environment</b>                      Schulman, Loren D. EOP/OMB                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 200px; margin-top: 5px;"> <b>EXEMPTION 6</b> </div>	
2	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Ambassador Pam Hamamoto (HHS/State); EXEMPTION 6</b> </div>	
3	<div style="border: 1px solid black; padding: 2px;"> <b>[EXTERNAL] Webex meeting invitation</b> </div> <div style="border: 1px solid black; padding: 2px; margin-left: 200px; margin-top: 5px;"> <b>Speak with Jessup Meng</b> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <b>3:30 -4:30pm Prep KSA Econ Meeting</b>                      Amos' Office (176)                 </div> <div style="border: 1px solid black; padding: 2px; margin-left: 200px; margin-top: 5px;"> <b>AKT 2-Week LookAhead; EXEMPTION 6</b> </div>	
4	<div style="border: 1px solid black; padding: 2px;">                     Hochstein, Amos J. EOP/NSC                 </div>	
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# October 7, 2023

Saturday

October 2023

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November 2023

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SATURDAY		Notes
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# October 8, 2023

Sunday

October 2023

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November 2023

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SUNDAY		Notes
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12 <sup>PM</sup>		
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# October 9, 2023

Monday

October 2023

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November 2023

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MONDAY		Notes
	9	
	Office closed - Indigenous Peoples' Day - Hendrickson, Katie L. EOP/USTR	
7 <sup>AM</sup>		
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9		
10	<div style="border: 1px solid black; padding: 2px;">Canceled: Weekly COS/WHL Call; Jame [REDACTED]</div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;">Canceled: Weekly COS/WHL Call; Walk [REDACTED]</div>	
11		
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;">Canceled: Daily IPEF sync [shutdown]; W200 (or webex); Bianchi, Sarah A. EOP/USTR [REDACTED]</div>	
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# October 10, 2023

Tuesday

October 2023

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November 2023

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TUESDAY		Notes
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7 <sup>AM</sup>		
8		
9	<p><b>Meeting: CAP event prep;</b> AKT's Office; Tai</p> <p><b>Meeting: USTR/AUSTR/FO (Virtual)</b> <b>EXEMPTION 6</b></p>	<p><b>Canceled: Meeting: Weekly Lookahead</b></p> <p><b>9:30-10:30am KSA Econ Pillar Meeting</b> EEOB 180A Hochstein, Amos J. EOP/NSC</p>
10	Hurlburt, Heather F. EOP/USTR	
11	<b>USTR --&gt; Local Stop;</b> Center for American Progress, 1333 H Street NW; Tai, Katherine C. E	
	<p><b>Event: Fireside Chat with Patrick Gaspard (Center</b> Center for American Progress</p>	
12 <sup>PM</sup>	Tai, Katherine C. EOP/USTR	<p><b>IPEF huddle;</b> W200 (or Webex);</p> <p><b>Canceled: Daily IPEF sync</b></p> <p><b>IPEF huddle;</b> W200 (or Webex); Tata, Shant</p> <p><b>Canceled: Meeting: W&amp;M Dems;</b> H-143, L</p>
1	<b>Katie + Heather connect;</b> Heather's Office; Hendrickson, Katie L. EOP/USTR	
2	<b>Weekly AKT Invite Review (FO);</b> Heath	<b>Meeting: Congressional Prep;</b> AKT Office ;
3	<b>Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR	
	<b>Meeting: U/S Don Cravins Jr.;</b> W203 ; Tai, Katherine C. EOP/USTR	
4	<b>PPO &lt;&gt; USTR;</b> Namrata will call Heather's cell; Mujumdar, Namrata A. EOP/WHO	
	<b>Greta Peisch's Zoom Meeting;</b> <b>EXEMPTION 6</b>	
5	<p><b>Meeting: Senior Advisors</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	<b>Prep: Animal Biotech PC;</b> AKTs Office; Tai,
6		

# October 11, 2023

Wednesday

October 2023

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November 2023

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WEDNESDAY		Notes
	11	
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b>	
10	<b>EXEMPTION 6</b> Weekly Cabinet COS Call; Webex; Walker, Serena E. EOP/WHO	
11	Meeting: AKT schedule for San Francisco; Winder 203 <b>EXEMPTION 6</b> Meeting: upcoming transition; Webex; Hendrickson, Katie L. EOP/USTR	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ <b>EXEMPTION 6</b> @fan.gov TRIPS/ITC report engagement sync; Web	
1	Matt Tuchow call Team IPEF check in ; Webex; Bianchi, Sarah A. EOP/USTR	
2	Meeting: Laura Buffo ; HFH Office; Hurlburt, Heather F. EOP/USTR Meeting: Monthly with Bill Shpiece; Heather's Office (211); Hurlburt, Heather F. EOP/	
3	USTR --> WHSR (3:35 Start + Updated Agenda) Small Group on 301 Review and Reaction to Messagi SMS Large (374)   SVTC (Agenda Included); Todd, Nora C. EOP/NSC	
4	WHSR --> USTR	
5	Weekly Cabinet Call; Walker, Serena E. <b>EXEMPTION 6</b> Weekly Cabinet Call; <b>EXEMPTION 6</b>	
6	<b>EXEMPTION 6</b>	

# October 12, 2023

Thursday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	12 <b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b>	
10		
11		
12 <sup>PM</sup>	<b>IPEF huddle;</b> W200; Bianchi, Sarah A. EOP/USTR	
	<b>G7/AGOA bilat review;</b> Winder 211; Hendrickson, Katie L. EOP/USTR	
1		
2		
3	<b>PC on Animal BioTech</b> <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
	<b>USTR DEIA Strategic Plan</b> <b>EXEMPTION 6</b>	
	chat UK cma; Wedding, Tin	
4	<b>Meeting: TRIPS Engagement;</b> W203; dial in for virtual attendees; Tai, Katherine C. EOP/U	
5		
	<b>[HOLD] EOP Chiefs Sync</b>	
6		

# October 13, 2023

Friday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

FRIDAY		Notes
	13	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>FO Call; EXEMPTION 6</b> <b>KC &lt;&gt; HH: AMM Dinner;</b> Hurlburt, Heather F. EOP/USTR	
10	<b>Meeting: W&amp;M Dems</b> H-143, US Capitol ; Tai, Katherine C. EOP/USTR <b>Weekly All COS Call;</b> Webex; Walker, Se	
11	<b>Canceled: Weekly Taiwan Check In;</b> Webex; Bianchi, Sarah A. EOP/USTR	
12 <sup>PM</sup>	<b>Meeting: DPM Lawrence Wong (Singapore)</b> W203; Tai, Katherine C. EOP/USTR	
1	<b>[EXTERNAL] Kim and Heather; EXEMPTION 6</b> Kim Glas	
2	<b>Meeting: Weekly Scheduling Feedback</b> <b>Meeting: Memo Review;</b> AKT Office; Ta	
3	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> ; Tai, Katherine C. EOP/USTR	
4	<b>Meeting: CMA Discussion;</b> AKTs Office; Tai, Katherine C. EOP/USTR	
5		
6		

# October 14, 2023

Saturday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	14	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# October 15, 2023

Sunday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	15	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# October 16, 2023

Monday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	16	
7 <sup>AM</sup>	Call Matt Palmer	
8		
9	Global Arrangement and EU CMA (Reoccurring USG Sync) ; <b>EXEMPTION 6</b>	
10	Meeting: USTR/AUSTR/FO (In-Person) Annex/ <b>EXEMPTION 6</b>	
	Meeting: Weekly Lookahead; AKT Office ; Weekly COS/WHL Call; Walker, Serena	
11	Prep: OSU Global Supply Chain Forum; AKT Office ; Tai, Katherine C. EOP/USTR	
	Meeting: Senior Advisors AKT Office Call Chris Wilson	
12 <sup>PM</sup>	Tai, Katherine C. EOP/USTR	
1	Meeting: Borge Brende (World Economic Forum); W203; Tai, Katherine C. EOP/USTR	
2	Meeting: Ambassador Lighthizer; AKT Office ; WHF Supervisor: US Trade Rep; USTR Wir HFH + KLH Sync; W211; Hurlburt, Heather F. EOP/USTR	
3	Meeting: Matt Tuchow; AKT Office; Tai, Katherine C. EOP/USTR Sec 301 and the China Committee; Greta Office W223; Cruz, Diamond I. EOP/USTR	
4	Interview: <b>EXEMPTION 6</b> ; W211; Hu ; Meeting: Nelson Cunningham; AKT Office	
5		
6		
	8:00pm - 8:30pm Meeting: IPEF Staff Sync (KL) <b>EXEMPTION 6</b>	

# October 17, 2023

Tuesday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

TUESDAY		Notes
	17	
7 <sup>AM</sup>		
8		
9		
10	<p><b>Briefing on USITC report on COVID-19 diagnostics and therapeutics and TRIPS flexibilities</b> Virtual Shpiece, William F. EOP/USTR</p>	
11		
12 <sup>PM</sup>		
1	<p><b>Meeting: Hill &amp; China Econ Sync;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Prep: Ambassador Whitman (Kenya STIP);</b> W203; Tai, Katherine C. EOP/USTR</p>	
2	<p><b>Weekly AKT Invite Review (FO);</b> Heather's Office/Dial-In (below); Annino, Angelica Z. [REDACTED]</p>	
3	<p><b>Meeting: TPF check-in;</b> Winder 211; Hurlburt, Heather F. EOP/USTR</p>	
4	<p><b>Meeting: Senator Tom Carper;</b> Hart 513; Tai, Katherine C. EOP/USTR</p>	
5		
6		

# October 18, 2023

Wednesday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	18	
7 AM	<b>Quarterly Reminder: Test GETS Card;</b> Phone; Aqueche, Victor A. EOP/USTR	
8		
9	<b>FO Call;</b> EXEMPTION 6 <b>Meeting: TRIPS/ITC ;</b> W203; dial in for virtual attendees; Tai, Katherine C. EOP/USTR	
10	<b>Weekly Cabinet COS Call;</b> Webex; Walker, Serena E. EOP/WHO	
11	<b>USTR/Senior Staff</b> Winder 203/ Dial in EXEMPTION 6 Tai, Katherine C. EOP/USTR	
12 PM	<b>(*Agenda Included*) Small Group on 301</b> EXEMPTION 6 Todd, Nora C. EOP/NSC	<b>[EXTERNAL] Updated invitation:</b> <b>Recurring: Standing ISAB Check In @</b> EXEMPTION 6 @fan.gov
1	<b>Security Team Workplace Safety Issues;</b> Webex; Williams, Tina R. EOP/USTR <b>Prep: EU/EVP Dombrovskis ;</b> W203; Tai, Katherine C. EOP/USTR	
2	<b>Call: Nat Kaine (CBP);</b> HFH to call NCK at EXEMPTION 6; Hurlburt, Heather F. EOP/USTR <b>Meeting: Heather H on 2024;</b> AKT Office ; <b>F.O./HR/Admin Check-In Bi-Weekly;</b> V	
3	<b>FO/HR/Admin Weekly Check In ;</b> Hurlburt, Heather F. EOP/USTR <b>Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR	
4	<b>Call: Rep Jan Schakowsky;</b> EXEMPTION 6 ; <b>Meeting: G7 + AGOA Schedule review;</b> W	
5	<b>Meeting: Weekly Scheduling Feedback;</b> Canceled: Monthly All Trade Advisory Co <b>Weekly Cabinet Call;</b> Walker, Serena E. <b>Weekly Cabinet Call;</b> EXEMPTION 6	
6	<b>Monthly All Trade Advisory Committees Cleared Advisors Call;</b> EXEMPTION 6	

# October 19, 2023

Thursday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

THURSDAY		Notes
	19	
7 <sup>AM</sup>		
8		
9	[HOLD] HFH + AMP Sync; Hurlburt, Heather F. EOP/USTR	
	Week Ahead AUSTRs Meeting EXEMPTION 6	
10	Call: Ambassador Whitman; EXEMPTION 6	
11	Meeting: EVP Dombrovskis W203 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
1	Meeting: AJW ; AKT Office ; Tai, Katherine Weekly Logistics Sync; Winder 211; An Canceled: Meeting: Memo Review; AKT Meeting: Heather IPEF Updates; AKT Offi	
2	Meeting: G7 Schedule Review; W 203; Tai, Katherine C. EOP/USTR	
3	Meeting: AGOA Schedule Review; W203; Tai, Katherine C. EOP/USTR Meeting: Amb. Gitenstein; AKT Office ; Tai, Katherine C. EOP/USTR	
4	[EXTERNAL] Updated invit TBA EXEMPTION 6 @gmail.com Monthly All Trade Advisor EXEMPTION 6 MBX USTR IAPE Meeting: Congressional Pr	
5		
6		

# October 20, 2023

Friday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	20	
7 <sup>AM</sup>		
8		
9	<p>FO Call; <b>EXEMPTION 6</b></p> <p>CR1 Funding Sync ; <b>EXEMPTION 6</b></p>	
10	<p>Invitation: New Security Challenges Study Group Meeting @ Fri Oct 20, 2023 10am - 4pm (EDT) (heather.f.hurlburt Teams and in-person <b>EXEMPTION 6</b> @fan.gov</p> <p>Call: Rep Barr; <b>EXEMPTION 6</b></p> <p>Weekly All COS <b>EXEMPTION 6</b></p>	
11	<p>Prep: US-EU Summ</p> <p>Meet with Chris Dolan <b>EXEMPTION 6</b></p>	
12 <sup>PM</sup>	<p>US-EU Summit Cabinet Room, White House Tai, Katherine C. EOP/USTR</p> <p>Canceled: Monthly</p>	<p>Canceled: Week <b>EXEMPTION 6</b></p>
1	<p>EOP Chiefs Mon <b>EXEMPTION 6</b></p> <p>Meeting: AKT December/January travel discussion; Winder 211;</p>	
2		
3	<p>Meeting: G7 Statement Review ; AKT Office ; Tai, Katherine C. EO</p> <p>Canceled: AKT 2-Week LookAhead; <b>EXEMPTION 6</b></p>	
4	<p>Sara + Heather Sync; Hurlburt, Heather F. EOP/USTR</p>	
5		
6		

# October 21, 2023

Saturday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	21	
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12 <sup>PM</sup>		
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# October 22, 2023

Sunday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	22	
7 <sup>AM</sup>		
8		
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10		
11		
12 <sup>PM</sup>		
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6		
9:00pm - 9:30pm Monthly All Trade Advisory Committees Cleared Advisors Call(TBA)		

# October 23, 2023

Monday

October 2023						
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November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
23		
AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR To Oct 30		
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	<b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR	
10	<b>Meeting: USTR/AUSTR/FO (In-Person)</b> ANNEX 1&2, <b>EXEMPTION 6</b> Hurlburt, Heather F. EOP/USTR	
	<b>Weekly COS/WHL Call;</b> Walker, Serena E. EOP/WHO	
11	<b>HOLD Meeting with Charles;</b> Hendrickson <b>Personnel Matter;</b> OHCS Conference Room	
	<b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>Heather / ASB chat ;</b> Heather's office; Bianchi, Sarah A. EOP/USTR	
1		
2	<b>Meeting: USTR Intern Brownbag</b> Winder 203 ; Tai, Katherine C. EOP/USTR	
3	<b>Katie + Heather Sync;</b> W211; Hurlburt, Heather F. EOP/USTR	
	<b>Meeting: Acting Commissioner Miller (CBP);</b> AKT Office ; Tai, Katherine C. EOP/USTR	
4	<b>Heather/Sarah ;</b> Webex; Feldmann, Sarah A. EOP/OA	
	<b>Dan Watson + Heather Sync ;</b> W211; Hurlburt, Heather F. EOP/USTR	
5	<b>[To Move] Meeting: Sullivan/Brainard Monthly;</b> WW132; Tai, Katherine C. EOP/USTR	
6		
	8:00pm - 8:30pm Meeting: IPEF Staff Sync <b>EXEMPTION 6</b>	



# October 24, 2023

Tuesday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	24	
	From Oct 23 AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR To Oct 30	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	<p><b>Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Matt Hindman ;</b> Winder 211; Hendrickson, Katie L. EOP/USTR</p>	
10	<p><b>Call: Chair Wyden</b> <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR</p>	
11	<p><b>Call Brooks</b></p> <p><b>GSA/CMA follow up</b> COS Office; Morrow, Cara M. EOP/USTR</p>	
12 <sup>PM</sup>		
1		
2	<p><b>Call: Chuck Levy;</b> AKT to call Chuck at <b>EXEMPTION 6</b> ; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: EU Next Steps;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Meeting: DUSTRs;</b> Winder 203   <b>EXEMPTION 6</b> ; Tai, Katherine C. EOP/USTR</p> <p><b>Follow-up Complaint;</b> Abdulaleem, Raheemah F. EOP/OA</p>	
4	<p><b>Meeting: Adam Hodge ;</b> W211</p> <p><b>Interview:</b> <b>EXEMPTION 6</b></p>	
5	<p><b>AGOA Sync - HFH + KLH + CRC ;</b> W211/ <b>EXEMPTION 6</b> Hurlburt, Heather F.</p>	
6	<p><b>ALI China dinner;</b> Hyatt Regency Washington on Capitol Hill - 400 New Jersey Ave NW, W</p>	

# October 25, 2023

Wednesday

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	25	
	From Oct 23 AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR To Oct 30	
	<b>EXEMPTION 6</b>	
	CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR To Nov 5	
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b> Canceled: [HOLD] Meeting: G7 Statement Review ; AKT Office ; Tai, Katherine C. EOP/U	
10	Meeting: Mr. Wolfgang Sc Canceled: Monthly All Tra Canceled: Weekly Cabir	
11	USTR/Senior Staff Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ @fan.gov Meeting: Comer Oversight Request Revie Meeting: Greta Peisch; AKT Office ; Tai, Ka	
1	HFH + Greta Sync with Chuck Levy; W211; Hurlburt, Heather F. EOP/USTR Meeting: Indonesia CMA ; W203; Tai, Katherine C. EOP/USTR	
2	Meeting: Memo Review; AKTs Office; Tai, Katherine C. EOP/USTR	
3	Call Niamh King	
4	SA Interview: <b>EXEMPTION 6</b> W211; Hurlburt, Heather F. EOP/USTR TPSC process for negotiation-related documents; Webex; Buffo, Laura D. EOP/USTR	
5	HFH call	
6	Dinner with Wolfgang Schmidt; <b>EXEMPTION 6</b>	

# October 26, 2023

Thursday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	26	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> From Oct 23 AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR To Oct 30 <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
	EXEMPTION 6	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> From Oct 25 CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR To Nov 5 <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
7 <sup>AM</sup>		
8		
9		
	<div style="border: 1px solid black; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>  <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span> </div>	
10		
	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly Sync: Cara Morrow; W211; Hurlburt, Heather F. EOP/USTR</b> <span style="background-color: black; color: white; padding: 0 5px;">[REDACTED]</span> </div>	
11		
12 <sup>PM</sup>		
	<div style="border: 1px solid black; padding: 2px;"> <b>Heather-Cara rescheduled sync; <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span></b> </div>	
1	EXEMPTION 6	
2		
3	<div style="border: 1px solid black; padding: 2px;"> <b>USTR DEIA Strategic Plan Bi-Weekly Mtg</b>  <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span> </div>	
4	<div style="border: 1px solid black; padding: 2px;"> <b>10.26 Cabinet Call; Webex; Walker, Serena E. EOP/WHO</b> </div>	
5	<div style="border: 1px solid black; padding: 2px;"> <b>Heather/Bart; <span style="background-color: black; color: red; font-weight: bold;">EXEMPTION 6</span> Thanhauser, Bart J. EOP/USTR</b> </div>	
6		

# October 27, 2023

Friday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	27	
	From Oct 23 AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR To Oct 30	
	<b>EXEMPTION 6</b>	
	From Oct 25 CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR To Nov 5	
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b> Special Assistant Interview: Lauren Brown ; W211; Hurlburt, Heather F. EOP/USTR	
10	Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO	
11		
12 <sup>PM</sup>	Canceled: Weekly Taiwan Check In; Webex; Bianchi, Sarah A. EOP/USTR	
1	AI PC (HFH) EEOB Indian Treaty Room Hurlburt, Heather F. EOP/USTR	
2		
3	Heather and Greta USTR Interview <b>EXEMPTION 6</b> ; Heather's Office ; Gundermann, Christo	
4	Next Steps: GSA and CMA <b>EXEMPTION 6</b>	
5	Todd, Nora C. EOP/NSC	
6		

# October 28, 2023

Saturday

October 2023

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November 2023

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SATURDAY		Notes
28		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From Oct 23    AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR    To Oct 30 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From Oct 25    CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR    To Nov 5 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
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# October 29, 2023

Sunday

October 2023

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November 2023

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SUNDAY		Notes
29		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From Oct 23    AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR    To Oct 30 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">■</span> From Oct 25    CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR    To Nov 5 <span style="background-color: black; color: white; padding: 0 5px;">■</span> </div>		
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# October 30, 2023

Monday

October 2023

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November 2023

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MONDAY		Notes
	30	
	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;"> </span> From Oct 23      AZA Travel: Osaka - Annino, Angelica Z. EOP/USTR                 </div> <div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;"> </span> From Oct 25      CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR      To Nov 5 <span style="background-color: black; color: white; padding: 0 5px;"> </span> </div> <div style="background-color: black; color: red; padding: 2px; font-weight: bold; font-size: 1.2em;">EXEMPTION 6</div>	
7 <sup>AM</sup>		
8	<div style="border: 1px solid black; padding: 2px;">                     (CONFIRMED) USTR/NSC Touchbase; <span style="background-color: black; color: red; padding: 0 5px;">EXEMPTION 6</span> </div>	
9	<div style="border: 1px solid black; padding: 2px;">                     Meeting: USTR/AUSTR/FO (Webex)  <span style="background-color: black; color: red; padding: 0 5px;">EXEMPTION 6</span> </div>	
10	<div style="border: 1px solid black; padding: 2px;">                     Weekly COS/WHL Call; Walker, Serena E. EOP/WHO <span style="background-color: black; color: white; padding: 0 5px;"> </span> </div>	
11	<div style="border: 1px solid black; padding: 2px;">                     Coffee Chat; <span style="background-color: black; color: red; padding: 0 5px;">EXEMPTION 6</span>; Paster, Megan E. EOP/USTR                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;">                     USTR and the Data Flows IPC  <span style="background-color: black; color: red; padding: 0 5px;">EXEMPTION 6</span> </div> <div style="border: 1px solid black; padding: 2px;">                     South Africa Security Briefing with USSS;                 </div>	
1	<div style="border: 1px solid black; padding: 2px;">                     Meeting: IPEF Debrief ; W203; Tai, Katherine C. EOP/USTR                 </div>	
2	<div style="border: 1px solid black; padding: 2px;">                     Meeting: Arrie Rautenbach (Absa Group Limited) ; W203; Tai, Katherine C. EOP/USTR                 </div>	
3		
4	<div style="border: 1px solid black; padding: 2px;">                     Meeting: Lars Klingbeil (Social Democratic Party of Germany); W203; Tai, Katherine C.                 </div> <div style="border: 1px solid black; padding: 2px;">                     Meeting: Carlos Del Toro (SECNAV); W203; Tai, Katherine C. EOP/USTR                 </div>	
5	<div style="border: 1px solid black; padding: 2px;">                     CALL: Salman Ahmed+ He <span style="background-color: black; color: red; padding: 0 5px;">EXEMPTION 6</span> [Updated Time] Meeting:                 </div>	
6	<div style="border: 1px solid black; padding: 2px;">                     Interview: <span style="background-color: black; color: red; padding: 0 5px;">EXEMPTION 6</span> Heather's Office; Hendrickson, Katie L. EOP/I                 </div>	

# October 31, 2023

Tuesday

October 2023

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November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	31	
	From Oct 25 To Nov 5	
	<b>EXEMPTION 6</b>	
	ISAB Plenary (State Department)	
7 <sup>AM</sup>		
8		
9	Meeting: AGOA Remarks Review; ATK Of   Team IPEF check-in; Webex; Bianchi, Sarah	
10	Canceled: Meeting: Senior Advisors; AKT Office; Tai, Katherine C. EOP/USTR	
	Meeting: Memo Review & HFH/Admin Time; AKT Office; Tai, Katherine C. EOP/USTR	
11	USTR/Senior Staff Winder 203/ <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>		
	Meeting: APEC/IPEF San Francisco Schedule ; W203 ; Tai, Katherine C. EOP/USTR	
1	Meeting: Schedule Feedback + Invites; AKT Office; Tai, Katherine C. EOP/USTR	
	Sync on EU ; Zoom; Slevin, Chris (Federal)	
2	Weekly AKT Invite Review (FO); Heath   Heather and Greta GC Interview <b>EXEMPTION 6</b>	
	Heather/Kelly (climate/MC13/misc catch-up); HH office; Milton, Kelly K. EOP/USTR	
3	APEC/IPEF Travelers Meeting; <b>EXEMPTION 6</b>	
4	Depart for DCA	
5	Call with Brooks	
6	UA 4180 DCA-EWR	



# November 1, 2023

Wednesday

November 2023

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December 2023

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WEDNESDAY		Notes
1	<p>From Oct 25 To Nov 5</p> <p>CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR</p> <p><b>EXEMPTION 6</b></p>	
7 <sup>AM</sup>		
8		
9	<p>FO Call; <b>EXEMPTION 6</b></p>	
10	<p>Weekly Cabinet COS Call; Webex; Walker, Serena E. EOP/WHO</p>	
11		
12 <sup>PM</sup>	<p>[EXTERNAL] Updated invitation: <b>EXEMPTION 6</b></p> <p>Recurring: Standing ISAB Check In @ [REDACTED]@fan.gov</p> <p>USTR-CBP follow-up; Microsoft Teams Me</p>	
1		
2	<p>F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR</p>	
3		
4		
5	<p><b>EXEMPTION 6</b></p> <p>Weekly Cabinet Call; ht [REDACTED]</p> <p>Canceled: Weekly Cabir [REDACTED]</p>	
6		

# November 2, 2023

Thursday

November 2023

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December 2023

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THURSDAY		Notes
2	<p>From Oct 25 CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR To Nov 5</p> <p><b>EXEMPTION 6</b></p>	
7 <sup>AM</sup>		
8		
9		
10	<p>Weekly Sync: Cara Morrow; W211; Hurlburt, Heather F. EOP/USTR</p>	
11		
12 <sup>PM</sup>	<p>Performance Management _ Planning Phase _ Rating Official Refresher Webex Ender, Cassie L. EOP/USTR</p>	
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6	<p>Canceled: Monthly All Trade Advisory Committees Cleared Advisors Call; TBA; Sokolo</p>	

# November 3, 2023

Friday

November 2023

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December 2023

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FRIDAY		Notes
	3	
	From Oct 25 CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR To Nov 5	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8	Monthly All Trade Advisory Committees Cleared Advisors Call; TBA; Shpiece, William F	
9	Canceled: FO Call; <b>EXEMPTION 6</b>	
10	Meeting: USTR/AUSTR/FO (Webex); http Monthly All Trade Advisory Committees Weekly All COS Call; Webex; Walker, Se Canceled: Weekly All COS Call; James,	
11		
12 <sup>PM</sup>	Canceled: Weekly Taiwan Check In; ht Canceled: Weekly Taiwan Check In; W	
1		
2	Meeting: AKT 2-Week LookAhead; WebEx; Annino, Angelica Z. EOP/USTR FY25 Budget Mandatory/Tax Kick-Off <b>EXEMPTION 6</b> Leibenl	
3		
4		
5	Monthly All Trade Advisory Committees Cleared Advisors Call; TBA; King, Charles C. E	
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# November 4, 2023

Saturday

November 2023

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December 2023

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SATURDAY		Notes
	4	
	From Oct 25 CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR To Nov 5	
7 <sup>AM</sup>		
8	Meeting: Todd Tucker (Roosevelt Institute); AKT Office; Gundermann, Christopher D. EC	
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11	11:00am Monthly Meeting: Sarah Feldmann (OA) and Heather Hurlburt (USTR); h	
12 <sup>PM</sup>		
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	1:00am - 1:30am Canceled: Monthly All Trade Advisory Committees Cleared Advisors Call(TB	

# November 5, 2023

Sunday

November 2023

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December 2023

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SUNDAY		Notes
5	<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 2px;">■</span> From Oct 25      CRC + KLH: Joburg - Candaele, Camille R. EOP/USTR                 </div>	
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# November 6, 2023

Monday

November 2023

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December 2023

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MONDAY		Notes
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7 <sup>AM</sup>		
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9		
10	<p><b>Meeting: USTR/AUSTR/FC ANNEX 1&amp;2 / EXEMPTION 6</b> Hurlburt, Heather F. EOP/</p> <p><b>Weekly COS/WHL Call;</b></p>	
11	<p><b>Meeting: TRIPS Next Step:</b></p> <p><b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR</p> <p><b>IAPE Check-In;</b> W211; Sobe</p>	<p><b>Invitation: ISAB New Security Study Group Virtual Meeting (ZOOM) @ Mon Nov 6, 2023 10am - 2pm (EST)</b> (heather.f.hurlburt@ustr.e Zoom Rachel Thomas</p> <p><b>USTR/NSC Pre-Small Grou</b></p>
12 <sup>PM</sup>		
1	<p><b>Meeting: Todd Tucker (Ro</b></p>	
2	<p><b>Meeting: Weekly Lookahead;</b> AKT Office ; Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Meeting: Congressional Prep (Klobuchar &amp; Brown);</b> AKT Office; Tai, Katherine C. EOP/U</p> <p><b>Heather / ASB;</b> Heather's office; Bianchi, Sarah A. EOP/USTR</p>	
4	<p><b>Meeting: WTO Ministerial Logistics;</b> https: <b>Call: Lael Brainard;</b> Lael to call you ; Tai, K&amp;</p> <p><b>HFH + KLH;</b> W211; Hurlburt, Heather F. EOP/USTR</p>	
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# November 7, 2023

Tuesday

November 2023

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December 2023

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TUESDAY		Notes
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7 <sup>AM</sup>		
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10	<b>OTR Meeting: Public Citizen</b> Hybrid: 1600 20th Street NW, Washington, DC 20009/ Link TBC Tai, Katherine C. EOP/USTR	
11	<b>Small Group on Digital Trade</b> EEOB 374, SMS Large Todd, Nora C. EOP/NSC	
12 <sup>PM</sup>		
	<b>DEIA chair catch up;</b> Webex; Hendrickson, Katie L. EOP/USTR	
1	<b>Event: American Possibilities - OSTP White House Demo Day</b> 1099 14th St NW, Washington, DC 20005; Tai, Katherine C. EOP/USTR	
2	<b>Meeting: Greta + Dan ;</b> AKT Office ; Tai, Katherine C. EOP/USTR <b>Sam and Heather touch base;</b> Winder 211 <b>Meeting: Sullivan/Brainard Monthly;</b> WW	
3	<b>Meeting: Veda Partners;</b> W203; Tai, Katherine C. EOP/USTR <b>Meeting: DUSTRs</b> Winder 203   <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
4	<b>[UPDATED] Weekly AKT Invite Review (11/7) ;</b> W211 ; Candaele, Camille R. EOP/USTR	
5	<b>Heather call Andrea</b> <b>PSG Meeting: Sullivan</b> WHSR Tai, Katherine C. EOP/USTR	
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# November 8, 2023

Wednesday

November 2023

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December 2023

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WEDNESDAY		Notes
	8	
7 <sup>AM</sup>		
8		
9	FO Call; EXEMPTION 6	
10	Weekly Cabinet COS Call; Webex; Walker, Serena E. EOP/WHO	
11	USTR/Senior Staff Winder 203/ Dial in EXEMPTION 6 Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ EXEMPTION 6 @fan.gov	Meeting: Weekly Scheduling Feedback [HOLD] Call: Sec. Vilsack ; EXEMPTION 6
1	Meeting: Sameera Fazili; AKT Office; Tai, Katherine C. EOP/USTR	
2	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
3	Meeting: EU TRQ; AKT Office ; Tai, Katherir	B-Weekly FO/Admin/OHCS Check In; We
4	End of CR Planning; Webex; Feldmann, Sarah A. EOP/OA Cara + Heather + Roberto TTC Sync; W211; Hurlburt, Heather F. EOP/USTR	
5	Tata / HH / ASB check in ; 201 + ASB to call Tata; Bianchi, Sarah A. EOP/USTR Call: HFH + AZA; AZA will call HFH; Anninc	Weekly Cabinet Call; EXEMPTION 6
6		



# November 9, 2023

Thursday

November 2023

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December 2023

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THURSDAY		Notes
	9	
	CRC: Indianapolis + SF - Candaele, Camille R. EOP/USTR To Nov 13	
7 <sup>AM</sup>		
8		
9	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b>	
10	<b>Call: Jake Sullivan ;</b> Jake to call you; Tai, Ka <b>Weekly Sync: Cara Morrow;</b> W211; Hur	
11	<b>EOY Domestic Travel Review ;</b> W203; Hurl <b>Interview:</b> <b>EXEMPTION 6</b> AKT Office ; Tai, Ka	
12 <sup>PM</sup>	<b>Meeting: Memo Review;</b> AKT Office; Tai, Katherine C. EOP/USTR <b>OMB Agency Call 11.9.23;</b> <b>EXEMPTION 6</b> ; Hendrickson, Katie L. EOP/USTR	
1	<b>EOY Planning Call;</b> Webex; <b>Meeting: Wendell Weeks (</b> <b>Weekly Logistics Sync;</b>	
2	<b>TIST event;</b> Trick, Bryant P. EOP/USTR <b>Meeting: IPEF Check In (Webex);</b> <b>EXEMPTION 6</b>	
3	<b>USTR DEIA Strategic Plan Bi-Weekly Mtg</b> <b>EXEMPTION 6</b>	
4	<b>Dan Drezner</b>	
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# November 10, 2023

Friday

November 2023

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December 2023

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FRIDAY		Notes
	10	
	<div style="border: 1px solid black; padding: 2px;">                     From Nov 9 CRC: Indianapolis + SF - Candaele, Camille R. EOP/USTR To Nov 13                 </div> <div style="border: 1px solid black; padding: 2px; margin-top: 2px;">                     Office Closed - Veterans Day - Hendrickson, Katie L. EOP/USTR                 </div>	
7 <sup>AM</sup>		
8		
9	<div style="border: 1px solid black; padding: 2px;">                     Canceled: FO Call; <b>EXEMPTION 6</b> </div>	
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# November 11, 2023

Saturday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
11		
<div style="border: 1px solid black; padding: 2px;">                     From Nov 9 CRC: Indianapolis + SF - Candaele, Camille R. EOP/USTR To Nov 13                 </div>		
<div style="border: 1px solid black; padding: 2px;">                     Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. EOP/USTR To Nov 17                 </div>		
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# November 12, 2023

Sunday

November 2023

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December 2023

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SUNDAY		Notes
12		
<div style="border: 1px solid black; padding: 2px;">                     From Nov 9 CRC: Indianapolis + SF - Candaele, Camille R. EOP/USTR To Nov 13                 </div>		
<div style="border: 1px solid black; padding: 2px;">                     From Nov 11 Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. ECTo Nov 17                 </div>		
7 <sup>AM</sup>		
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# November 13, 2023

Monday

November 2023

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December 2023

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MONDAY		Notes
13		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: black;">■</span> From Nov 9 CRC: Indianapolis + SF - Candaele, Camille R. EOP/USTR         </div>		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: black;">■</span> From Nov 11 Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. ECTo Nov 17 <span style="background-color: black; color: black;">■</span> </div>		
7 <sup>AM</sup>		
8		
9		
10	<div style="border: 1px solid black; padding: 2px;"> <b>Weekly COS/WHL Call;</b> Walker, Serena E. EOP/WHO <span style="background-color: black; color: black;">■</span> </div>	
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12 <sup>PM</sup>		
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# November 14, 2023

Tuesday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	14	
	From Nov 11 Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. ECTo Nov 17	
7 <sup>AM</sup>		
8		
9		
10		
11	<b>Invitation: Report Review: ISAB SG @ Tue Nov 14, 2023 11am - 1:30pm (EST)</b> <b>(heather.f.hurlburt@ustr.eop.gov)</b> Rachel Thomas	
12 <sup>PM</sup>		
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# November 15, 2023

Wednesday

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	15	
	From Nov 11 Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. ECTo Nov 17	
7 <sup>AM</sup>		
8		
9	Canceled: FO Call; EXEMPTION 6	
10		
	Weekly Cabinet COS Call; Webex; Walker, Serena E. EOP/WHO	
11	Global Tax Pillar 1 Sync; EXEMPTION 6	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday (EDT) (heather.f.hurlburt@ustr.eop.gov) EXEMPTION 6 @fan.gov	
1		
2		
	F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR	
3		
4		
5	Weekly Cabinet Call; EXEMPTION 6   Weekly Cabinet Call; EXEMPTION 6	
6		

# November 16, 2023

Thursday

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
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26	27	28	29	30		

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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31						

THURSDAY		Notes
	16	
	From Nov 11 Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. EC To Nov 17	
7 <sup>AM</sup>		
8		
9		
10	<b>Week Ahead AUSTRs Meeting</b> <b>EXEMPTION 6</b>	
11		
12 <sup>PM</sup>		
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	following up CBP-USTR meeting; Microsoft Teams Meeting; KAINE, NATHANIEL C	
4	<b>[EXTERNAL] Updated invitation: FW: Mo</b> TBA EXEMPTION 6 @gmail.com	<b>Monthly All Trade Advisory Committees</b> TBA MBX USTR IAPE
5		
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# November 17, 2023

Friday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
	17	
	From Nov 11 Travel: APEC/IPEF (San Francisco, CA) - Tai, Katherine C. EOP/USTR	
7 <sup>AM</sup>		
8		
9	FO Call; EXEMPTION 6	
10	Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO	
11		
12 <sup>PM</sup>	CR Funding Sync; EXEMPTION 6	
1	EOP Chiefs Monthly Sync; EXEMPTION 6 Peter Harrell	
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# November 18, 2023

Saturday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SATURDAY		Notes
	18	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# November 19, 2023

Sunday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY		Notes
	19	
7 <sup>AM</sup>		
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# November 20, 2023

Monday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	20	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>	<b>Quarterly Test of GETS Card</b> Office / Home Aqueche, Victor A. EOP/USTR	
8		
9	<b>Meeting: USTR/AUSTR/FO (Webex)</b> <b>EXEMPTION 6</b>	
10	Hurlburt, Heather F. EOP/USTR  <b>Weekly Cabinet COS Call; Webex; Walker, Serena E. EOP/WHO</b>	
11	<b>Meeting: Senior Advisors</b> WebEx Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>MC-13 Hotel Logistics Sync; Hurlburt, Heather F. EOP/USTR</b>	
1	<b>Weekly Sync: Cara Morrow; W211; Hurlburt, Heather F. EOP/USTR</b>	
2	<b>APEP 2024 Ministerial Sync w Daniel Watson; EXEMPTION 6</b>	
3	<b>Weekly AKT Invite Review (FO); WebEx; Annino, Angelica Z. EOP/USTR</b>	
4	<b>TPSC process for negotiation-related documents - rescheduled; Webex; Buffo, Laur</b>	
5		
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# November 21, 2023

Tuesday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	21	
7 <sup>AM</sup>		
8		
9	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
10	Meeting: Lael Brainard; WW213; Tai, Kathr Heather / Shantanu / ASB; W201; Bianchi,	
11	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR Meeting: CAFTA-DR Memo Follow Up; W203; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Invitation: FINAL ISAB Report Review (Virtual) @ Tue Nov 21, 2023 12pm - 2:30pm (EST) (heather.f.hurlburt@ustr.e Rachel Thomas	
1	USTR/Senior Staff Winder 203/ Dial in Tai, Katherine C. EOP/USTR Meeting: Weekly Sched Weekly Taiwan Check In; \	
2	IAPE Office Structure Sync; Webex; Hurlburt, Heather F. EOP/USTR	
3	Brooks to call Heather; Me Meeting: Ambassador Lan	EXEMPTION 6
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# November 22, 2023

Wednesday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	22	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b>	
10		
11		
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday (EDT) (heather.f.hurlburt@ustr.eop.gov) <b>EXEMPTION 6</b> @fan.gov	
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# November 23, 2023

Thursday

November 2023

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December 2023

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THURSDAY		Notes
	23	
<b>EXEMPTION 6</b>		
Office closed - Thanksgiving - Hendrickson, Katie L. EOP/USTR		
7 <sup>AM</sup>		
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# November 24, 2023

Friday

November 2023

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December 2023

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FRIDAY		Notes
	24	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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# November 25, 2023

Saturday

November 2023

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December 2023

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SATURDAY		Notes
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12 <sup>PM</sup>		
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# November 26, 2023

Sunday

November 2023

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December 2023

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SUNDAY		Notes
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# November 27, 2023

Monday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
	27	
	Shantanu: Brussels To Nov 29	
7 <sup>AM</sup>		
8		
9		
10	<b>Meeting: USTR/AUSTR/FO (In-Person)</b> ANNEX 1&2/ <b>EXEMPTION 6</b>	
	Weekly COS/WHL Call; Walker, Serena E. EOP/WHO	
11		
12 <sup>PM</sup>	<b>Meeting: Senior Advisors</b> AKT Office Tai, Katherine C. EOP/USTR	
	<b>Meeting: Monthly with Bill Shpiece;</b> Heather's Office (211); Hurlburt, Heather F. EOP/	
1	<b>Taiwan SOEs and NMPP;</b> W201; Bianchi, Sarah A. EOP/USTR <b>Heather + Fred sync;</b> Winder 211; Hurlburt, Heather F. EOP/USTR	
2	<b>SCA AUSTR Interview: EXEMPTION 6;</b> W <b>Event: White House Council on Supply Cl</b> Indian Treaty Room EEOB <b>Kenya Huddle;</b> W211 (Heather's Office); B Tai, Katherine C. EOP/USTR	
3	<b>Q1 Travel Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR <b>Meeting: Weekly Lookahead;</b> AKT Office; Tai, Katherine C. EOP/USTR	
4	<b>HFH + KLH Sync;</b> W211; Hurlburt, Heather F. EOP/USTR <b>AKT JAN India Travel Planning ;</b> W211; Candaele, Camille R. EOP/USTR	
5	<b>EU TRQ press coordination;</b> Heather's office; Morrow, Cara M. EOP/USTR	
6		

# November 28, 2023

Tuesday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	28	
	From Nov 27	Shantanu: Brussels
	To Nov 29	
7 AM	Meeting: WTO Agricultural Discussions (AKT ONLY) h: EXEMPTION 6 Tai, Katherine C. EOP/USTR	
8		
9		Next steps on Tai-Remy engagement; Hu
10	SCA AUSTR Interview: EXEMPTION 6	
11	Meeting: Digital Trade Sync ; W203 ; Tai, Katherine C. EOP/USTR	
	AGOA/STIP/2024 Travel Sync; W203; Hur	AGOA/STIP/2024 Travel Sync; Hamilton, C
12 PM	Meeting: 232 Prep ; AKT Office ; Tai, Katherine C. EOP/USTR	
1	Meeting: China Research Briefing with Dan Herman W203 Hurlburt, Heather F. EOP/USTR	
2		
3	MC-13 Hotel/Meeting Room Sync; Hurlburt, Heather F. EOP/USTR	
4	Call: Jared Bernstein; Jared to call YOU; Ta	Weekly AKT Invite Review (FO); Heath
	Q1 Travel Review; AKT's Office; Tai, Katherine C. EOP/USTR	
5		
6	EXEMPTION 6	

# November 29, 2023

Wednesday

November 2023

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December 2023

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24	25	26	27	28	29	30
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WEDNESDAY		Notes
	29	
	From Nov 27	Shantanu: Brussels
7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b>	
	Meeting: President's Export Council EEOB 350	
10	Tai, Katherine C. EOP/USTR	Call PPO
		Weekly Cabinet COS Call; Webex; Walk
11		
	HFH + Bart Sync; W211; Hurlburt, Heather F. EOP/USTR	
12 <sup>PM</sup>	JSI comms strategy; Heather's Office; Michel, Sam B. EOP/USTR	
1		
2		
	FW: F.O./HR/Admin Check-In Bi-Weekly; WebEx; Ames, Fred L. EOP/USTR	
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5		
	Meeting: Weekly Scheduling Feedback + Invites; AKT Office; Tai, Katherine C. EOP/U	
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# November 30, 2023

Thursday

November 2023

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December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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THURSDAY		Notes
	30	
7 <sup>AM</sup>		
8		
9	<p><b>Call with Andrea Cilliers</b> SAIDR x Heather USTR; Minkara, Sara</p> <p><b>Week Ahead AUSTRs Meeting</b> EXEMPTION 6</p>	
10	<p><b>Weekly Sync: Cara Morrow; W211; Hurlburt</b> Global Arrangement and EU CMA (Re)</p>	
11	<p><b>Global Tax Pillar 1/DSTs Sync (USTR/Treasury/NSC);</b> EXEMPTION 6</p>	
12 <sup>PM</sup>	<p><b>Meeting: Laura Buffo ; W211; Hurlburt, Heather F. EOP/USTR</b></p>	
1	<p><b>Meeting: WH Political Engagement Briefing</b> Roosevelt Room Tai, Katherine C. EOP/USTR</p>	
2	<p><b>Weekly Logistics Sync;</b> Winder 211; Annino, Angelica Z. EOP/USTR</p> <p><b>AKT Travel TY Note Sync ;</b> W211; Candaele, Camille R. EOP/USTR</p>	
3	<p><b>USTR DEIA Strategic Plan Bi-Weekly Mtg</b> EXEMPTION 6</p>	
4	<p><b>COVID Meeting Sync;</b> W211; Hurlburt, Heather F. EOP/USTR</p>	
5	<p><b>USTR/Senior Staff</b> Winder 203/ Dial in EXEMPTION 6 #; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Canada-DST Sync;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	
6	<p><b>Meeting: Heather + Katie;</b> AKT Office; Tai, Katherine C. EOP/USTR</p>	

# December 1, 2023

Friday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

FRIDAY		Notes
	1	
	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
8		
9	<b>FO Call; EXEMPTION 6</b> <b>USTR &lt;&gt; AFL-CIO GMLK Award Ceremony Sync; EXEMPTION 6</b>	
10	<b>Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO</b>	
11	<b>US - Singapore FTA 20th follow up; In person (Heather's office) or virtual; Ellerman, Saral</b>	
12 <sup>PM</sup>	<b>Meeting: Taiwan Text; AKT Office; Tai, Katherine C. EOP/USTR</b>	
1		
2	<b>Meeting: AKT 2-Week LookAhead; WebEx; Annino, Angelica Z. EOP/USTR</b> <b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b>	
3	<b>Meeting: Upcoming Travel Schedule Review; AKT's Office; Tai, Katherine C. EOP/USTR</b> <b>Interview: EXEMPTION 6 ; Heather/Michelle; Michelle will call EXEMPTION</b>	
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# December 2, 2023

Saturday

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
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January 2024

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SATURDAY		Notes
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7 <sup>AM</sup>		
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# December 3, 2023

Sunday

December 2023

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January 2024

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SUNDAY		Notes
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# December 4, 2023

Monday

December 2023

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January 2024

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MONDAY		Notes
	4	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	<p><b>Prep: SOTU Brainstorm ; W203; Tai, Katherine C. EOP/USTR</b></p> <p><b>Meeting: USTR/AUSTR/FO (Webex)</b></p> <p><b>EXEMPTION 6</b></p>	
10	<p>Hurlburt, Heather F. EOP/USTR</p> <p><b>Weekly COS/WHL Call; Walker, Serena</b></p> <p><b>Meeting: SOTU Cabinet Brainstorm</b> Roosevelt Room, WW Tai, Katherine C. EOP/USTR</p>	
11	<b>EXEMPTION 6</b>	
12 <sup>PM</sup>		
1	<p><b>Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
2	<p><b>[HOLD] Drop By: Philippine Labor Leaders &lt;-&gt; USTR Meeting; W203; Tai, Katherine C. I</b></p>	
3	<p><b>Beijing update huddle; W201; Bianchi, Sarah A. EOP/USTR</b></p> <p><b>OCOS sync; Winder 211; Hurlburt, Heather F. EOP/USTR</b></p>	
4	<p><b>Gautam/Heather; Phone or EEOB 144A; Raghavan, Gautam EOP/WHO</b></p> <p><b>Heather + Nora sync</b></p>	
5		
6	<b>EXEMPTION 6</b>	

# December 5, 2023

Tuesday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
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7 <sup>AM</sup>	Call with Elina on Airbus	
8		
9	Heather/UK Min. Greg Hands <b>EXEMPTION 6</b>	
10	[EXTERNAL] Heather and Lyric <b>EXEMPTION 6</b> @ffpcollaborative.org	
11	Meeting: Senior Advisors AKT Office Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>EXEMPTION 6</b>	
1	<b>EXEMPTION 6</b>	
2	Weekly AKT Invite Review (FO); Heather's Office/Dial-In (below); Annino, Angelica Z. 11:00am Monthly Meeting: Sarah Feld Sarah/Heather; <b>EXEMPTION 6</b>	
3	USTR/Senior Staff Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR	
4	Meeting: ITC Apparel Investigation ; W203; Tai, Katherine C. EOP/USTR Interview: <b>EXEMPTION 6</b>	
5	MC13 Landscape Memo Review; <a href="https://pitc.webex.com/pitc/j.php?MTID=m411089c522">https://pitc.webex.com/pitc/j.php?MTID=m411089c522</a> Weekly Sync: Heather + Katie; W211; Hurlburt, Heather F. EOP/USTR	
6		

# December 6, 2023

Wednesday

December 2023

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January 2024

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WEDNESDAY		Notes
	6	
7 <sup>AM</sup>		
8		
9	<p><b>FO Call; EXEMPTION 6</b></p> <p><b>Interview: EXEMPTION 6</b>; W211; Hurlburt, Heather F. EOP/USTR</p>	
10	<p><b>Weekly Cabinet COS Call</b>; Webex; Walker, Serena E. EOP/WHO</p>	
11	<p><b>Call: Heather Hurlburt &lt;&gt; Michael Hager</b>; EXEMPTION 6</p> <p><b>Intern Coffee Chat: Brynn Halbach</b>; W211; Hurlburt, Heather F. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>SN + HH Sync</b>; W211; Hurlburt, Heather F.</p> <p><b>Meeting: Stephanie Epner (Climate Impe</b></p>	<p><b>[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Rachel Thomas</b></p>
1	<p><b>Event: WH Tribal Nations Summit</b> DOI Tai, Katherine C. EOP/USTR</p>	
2		
3	<p><b>Meeting: Global Business Alliance</b> Annex; Tai, Katherine C. EOP/USTR</p>	
4		
5	<p><b>Call: Jim Farley (Ford); EXEMPTION 6</b> #; Tai, Katherine C. EOP/USTR</p> <p><b>Weekly Cabinet Call</b>; Walker, Serena E. EOP/WHO</p>	
6	<p><b>Event: AFL-CIO GMLK Human Rights Award Presentation</b>; 815 Black Lives Matter Plaza</p>	

# December 7, 2023

Thursday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
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THURSDAY		Notes
	7	
7 <sup>AM</sup>		
8		
9	Heather + Todd Tucker call	
	Week Ahead AUSTRs Meeting <b>EXEMPTION 6</b>	
10	Weekly Sync: Cara Morrow; W211; Hurlburt; USTR --> Local Stop; 801 Wharf St SW, W211	
11	Event: Aspen Security Conference Fireside Chat ; Intercontinental DC; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	Interview: <b>EXEMPTION 6</b> ; W211; Hurlburt, Heather F. EOP/USTR	
1		
2	Meeting: Heather + Katie; AKT Office; Tai, Katherine C. EOP/USTR	
3	USTR DEIA Strategic Plan Bi-Weekly Mta <b>EXEMPTION 6</b>	Meeting: Taiwan ; W203; Tai, Katherine C. EOP/USTR
4	<b>EXEMPTION 6</b>	Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR
5	<b>EXEMPTION 6</b>	
6	<b>EXEMPTION 6</b>	

# December 8, 2023

Friday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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FRIDAY		Notes
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7 <sup>AM</sup>		
8		
9	FO Call; <b>EXEMPTION 6</b>	
10	HFH: Call with Ellen Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO	
11	Intern Coffee Chat: Min Seong Kim ; Winder Building, Room 211; Hurlburt, Heather F. EC	
12 <sup>PM</sup>	Call with Chris Slevin Weekly Taiwan Check In; Webex; Bianca	
1	Meeting: Digital Product Revision Pro/Cons Review ; AKT Office; Tai, Katherine C. EOP/I Meeting: Kenya STIP ; W203; Tai, Katherine C. EOP/USTR	
2	Meeting: Brad Setser AKT Office ; Tai, Katherine C. EOP/USTR	
3	Meeting: DUSTRs Winder 203   <b>EXEMPTION 6</b> Tai, Katherine C. EOP/USTR Meeting: Weekly Cabinet Call ; <b>EXEMPTION 6</b> Weekly Cabinet Call; Walker, Serena E. EOI	
4	Post AGOA/ African Diaspora CBC Engagement; <b>EXEMPTION 6</b>	
5	Meeting: Travel Schedule and Manifest Review; AKT's Office; Tai, Katherine C. EOP/USTI (5:30) Mike P to call Heather H; <b>EXEMPTION 6</b> ; Pyle, Mike J. EOP/NSC	
6		

# December 9, 2023

Saturday

December 2023

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January 2024

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SATURDAY		Notes
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# December 10, 2023

Sunday

December 2023

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January 2024

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SUNDAY		Notes
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# December 11, 2023

Monday

December 2023

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January 2024

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MONDAY		Notes
	11	
7 <sup>AM</sup>		
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9		
10	<p><b>Meeting: USTR/AUSTR/FO (Webex)</b>  <b>EXEMPTION 6</b> Hurlburt</p> <p><b>Weekly COS/WHL Call; Walker, Serena E. EOP/WHO</b></p>	
11	<p><b>Meeting: Weekly Lookahead; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
12 <sup>PM</sup>	<p><b>Meeting: MC13 Program Sync</b>  <b>EXEMPTION 6</b> Tai, Kath</p>	
1	<p><b>Meeting: Econ Office; W203; Tai, Katherine C. EOP/USTR</b></p>	
2	<p><b>Meeting: Senior Advisors</b>            AKT Office            Tai, Katherine C. EOP/USTR</p>	
3	<p><b>Meeting: Khalid Sarsour; AKT Office; Tai, Katherine C. EOP/USTR</b></p>	
4	<p><b>KLH + HFH Sync; W211; Hurlburt, Heather F. EOP/USTR</b></p> <p><b>Meeting: China/Hill Sync</b>            W203; Tai, Katherine C. EOP/USTR</p>	
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# December 12, 2023

Tuesday

December 2023

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January 2024

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TUESDAY		Notes
	12	
7 <sup>AM</sup>		
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9		
10	<p><b>Meeting: Minister Becht (France);</b> W203; Tai, Katherine C. EOP/USTR</p> <p><b>Weekly Sync: Cara Morrow;</b> W211; Hurlburt, Heather F. EOP/USTR</p> <p><b>Meeting: IAPE Sync;</b> AKT Office ; Tai, Katherine C. EOP/USTR</p>	
11	<p><b>Heather/Beth + Michael Stumo;</b> W211; Hurlburt, Heather F. EOP/USTR</p> <p><b>Meeting: Michael Stumo;</b> W203; Tai, Katherine C. EOP/USTR</p>	
12 <sup>PM</sup>	<p><b>Meeting: APEP Supply Sync ;</b> W203; Tai, Katherine C. EOP/USTR</p> <p><b>Meeting: Monthly with Bill Shpiece;</b> Heather's Office (211); Hurlburt, Heather F. EOP/USTR</p>	
1		
2	<p><b>Weekly AKT Invite Review (FO);</b> Heather F. EOP/USTR</p> <p><b>Meeting: Inclusive Trade Text;</b> AKT Office, EOP/USTR</p>	
3	<p><b>Meeting: Kelly Fay</b> W211 Hurlburt, Heather F. EOP/USTR</p> <p><b>brainstorm w/ Heather</b> 600 17th St NW, Washington, District of Columbia Fay Rodriguez, Kelly M</p>	
4	<p><b>Heather/Bart;</b> Heather's office; Thanhauser, Bart J. EOP/USTR</p>	
5	<p><b>Navtej&lt;-&gt;Heather Check-In;</b> Heather will call Navtej; Dhillon, Navtej S. EOP/WHO</p>	
6	EXEMPTION 6	

# December 13, 2023

Wednesday

December 2023

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January 2024

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WEDNESDAY		Notes
	13	
	AZA: South Carolina - Annino, Angelica Z. EOP/USTR To Dec 15	
7 <sup>AM</sup>		
8		
9	<b>FO Call; EXEMPTION 6</b> Heather-Cara rescheduled check-in; HH's office; Morrow, Cara M. EOP/USTR	
10	<b>Heather + Ethan connect;</b> Winder 211; Hurlburt, Heather F. EOP/USTR <b>Weekly Cabinet COS Call;</b> Webex; Walker, Serena E. EOP/WHO	
11	<b>USTR/Senior Staff</b> Winder 203/ Dial in <b>EXEMPTION 6</b> #; Tai, Katherine C. EOP/USTR	
12 <sup>PM</sup>	<b>[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Sep 20, 2023 to Tue Jan 9 (EDT)</b> Rachel Thomas	
1	<b>Interview: EXEMPTION 6</b>	
2	<b>Meeting: Amb. Burns</b> W218; Tai, Katherine C. EOP/USTR <b>F.O./HR/Admin Check-In Bi-Weekly;</b> WebEx; Ames, Fred L. EOP/USTR	
3		
4	<b>12/14 Deputies huddle;</b> W218; Bianchi, Sarah A. EOP/USTR	
5	<b>Meeting: PSH MC-13 Review ;</b> W203; Tai, <b>Plum Act; EXEMPTION 6</b> <b>Weekly Cabinet Call;</b> Walker, Serena E. <b>Weekly Cabinet Call; EXEMPTION 6</b>	
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# December 14, 2023

Thursday

December 2023

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January 2024

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THURSDAY		Notes
14		
<div style="border: 1px solid black; padding: 2px;"> <span style="background-color: black; color: white; padding: 0 5px;">█</span> From Dec 13    AZA: South Carolina - Annino, Angelica Z. EOP/USTR    To Dec 15 <span style="background-color: black; color: white; padding: 0 5px;">█</span> </div>		
7 <sup>AM</sup>		
8		
9		
10	<div style="border: 1px solid black; padding: 2px;"> <b>Week Ahead AUSTRs Meeting</b>  <span style="background-color: black; color: red; font-weight: bold; padding: 0 5px;">EXEMPTION 6</span> </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: 4 Year Review ; W203 ; Tai, Kath</b> </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: 337 Apple Watch; AKT Office ; T.</b> </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>Interview: EXEMPTION 6</b> </div>	
11	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: 2024 Travel Brainstorm</b>                      AKT's Office; Tai, Katherine C. EOP/USTR                 </div>	
12 <sup>PM</sup>	<div style="border: 1px solid black; padding: 2px;"> <b>Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR</b> </div>	
	<div style="border: 1px solid black; padding: 2px;"> <b>Heather H &lt;-&gt; Sheila G Sync; Winder Building, Room 211 (600 17th Street NW); Hurlburt,</b> </div>	
1		
2	<div style="border: 1px solid black; padding: 2px;"> <b>HFH call</b> </div>	
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# December 15, 2023

Friday

December 2023

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January 2024

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28	29	30	31			

FRIDAY		Notes
	15	
	From Dec 13	AZA: South Carolina - Annino, Angelica Z. EOP/USTR
7 <sup>AM</sup>		
8		
9	FO Call; EXEMPTION 6	
10	MX Energy meeting; EXEMPTION 6	
	Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO	
11	Heather Hurlburt <> Francisco Benscome; EXEMPTION 6	
	Heather call Myron	
12 <sup>PM</sup>		
1	EOP Chiefs Monthly Sync; EXEMPTION 6	
2	Beijing SL Interview Review ; W211; Hurlburt, Heather F. EOP/USTR	
3		
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6	EXEMPTION 6	

# December 16, 2023

Saturday

December 2023

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January 2024

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SATURDAY		Notes
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# December 17, 2023

Sunday

December 2023

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January 2024

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SUNDAY		Notes
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# December 18, 2023

Monday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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21	22	23	24	25	26	27
28	29	30	31			

MONDAY		Notes
	18	
7 <sup>AM</sup>		
8		
9		
10	<p><b>Heather-Shantanu-Cara check in;</b> WebEx; Morrow, Cara M. EOP/USTR</p> <p><b>Weekly COS/WHL Call;</b> Walker, Serena E. EOP/WHO</p>	
11	<p><b>Geneva Management Structure;</b> EXEMPTION 6</p>	
12 <sup>PM</sup>	Lunch	
1	<p><b>Call: Heather/Katharine;</b> Katharine, call Heather at EXEMPTION 6 Ferguson, Katharine - (</p>	
2		
3		
4	<p><b>Doug/Heather check-in;</b> 423-W; McKalip, Douglas J. EOP/USTR</p>	
5		
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# December 19, 2023

Tuesday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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TUESDAY		Notes
	19	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	<b>Meeting: USTR/AUSTR/FO (Webex)</b> <b>EXEMPTION 6</b> Hurlburt, Heather F. EOP/USTR	
10	<b>Justice O'Connor Funeral Services</b> National Cathedral Tai, Katherine C. EOP/USTR	
11	<b>Call with Leslie Vinjamuri</b>	
12 <sup>PM</sup>		
1	<b>Weekly Taiwan Check In;</b> Webex; Bianchi, Sarah A. EOP/USTR	
2	<b>Interview:</b> <b>EXEMPTION 6</b> ; AKT Office ; Tai, Katherine C. EOP/USTR	
3	<b>Canceled: Call: Sec. Raimondo (Commerce);</b> <b>EXEMPTION 6</b> ; Tai, Katherii	
4	<b>Briefing with China Select Committee</b> WebEx; Negatu, Samuel T. EOP/USTR	<b>Meeting: Global Arrangement;</b> <a href="https://pit">https://pit</a> <b>PLUM Act Reporting Website Demo;</b> <a href="http">http</a>
5		
6		

# December 20, 2023

Wednesday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
20		
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	<b>FO Call; EXEMPTION 6</b> Heather and Sam sync ; Hurlburt, Heather F. EOP/USTR	
10	<b>Call: Minister Habeck; EXEMPTION 6</b> Meeting: Heather + Katie; AKT Office; [REDACTED] Weekly Cabinet COS Call; Webex; Walk [REDACTED]	
11	Heather/Sarah ; Feldmann, Sarah A. EOP/OA	
12 <sup>PM</sup>	[EXTERNAL] Updated invitation: Recurring: Rachel Thomas [REDACTED] Angela/Heather; https://hl Meeting: DS Reform Strat	
1	Heather + Katie ; Tai, Katherine C. EOP/USTR	
2	Meeting: TPF Review (Delhi); AKT Office/I Canceled: HOLD: Meeting: Global Arrang <b>EXEMPTION 6</b>	
3	*Agenda* Digital Trade Small Group IPC SMS Large   EEOB 374 Todd, Nora C. EOP/NSC	
4		
5	Canceled: Meeting: Memo Review; AKT Office; Tai, Katherine C. EOP/USTR [REDACTED] Weekly Cabinet Call; Walker, Serena E. [REDACTED] Weekly Cabinet Call; EXEMPTION 6	
6		

# December 21, 2023

Thursday

December 2023

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January 2024

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21	22	23	24	25	26	27
28	29	30	31			

THURSDAY		Notes
	21	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	<b>Meeting: Digital;</b> AKT Office ; Tai, Katherine C. EOP/USTR <b>USTR/Senior Staff;</b> Winder 203/ Dial in <b>EXEMPTION 6</b> Tai, Kathe	
10	<b>Meeting: JSI MC-13 Review ;</b> W203; Tai, Katherine C. EOP/USTR	
11	<b>Meeting: MC-13 Comms Strategy ;</b> <b>EXEMPTION 6</b> <b>Call: Karine Jean-Pierre;</b> Karine to call YOI <b>Weekly Sync: Cara Morrow;</b> W211; Hur	
12 <sup>PM</sup>	<b>EXEMPTION 6</b>	
1	<b>YJ Fischer calling Heather</b> <b>Meeting: Josh Drobnyk;</b> AKT Office; Tai, Ka <b>Meeting: Salman Sync</b> HFH Office <b>Prep: Tim Cook;</b> AKT Office; Tai, Katherine	
2	<b>USTR DEIA Strategic Plan Bi-Weekly Mtg</b> <b>EXEMPTION 6</b>	
3	<b>4:00pm Meeting: Bi-Mc</b> <b>Call with Jon Finer</b> <b>Meeting: Anita Dunn ;</b> WW <b>HFH Zoom call with Judah Altman</b> <b>Call: Tim Cook;</b> (AUDIO ONLY, FROM VEHI	
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# December 22, 2023

Friday

December 2023

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January 2024

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28	29	30	31			

FRIDAY		Notes
	22	
EXEMPTION 6		
7 <sup>AM</sup>		
8		
9		
10	Weekly All COS Call; Webex; Walker, Serena E. EOP/WHO	
11	Heather +Brendan call; Hurlburt, Heather F. EOP/USTR	
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# December 23, 2023

Saturday

December 2023

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January 2024

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28	29	30	31			

SATURDAY		Notes
	23	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# December 24, 2023

Sunday

December 2023

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January 2024

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SUNDAY		Notes
24	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# December 25, 2023

Monday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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MONDAY		Notes
25	<b>EXEMPTION 6</b>	
7 <sup>AM</sup>		
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# December 26, 2023

Tuesday

December 2023

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January 2024

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TUESDAY		Notes
	26	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
8		
9	HFH call Brett Rosenberg	
10		
11	Meeting: Heather + Charles Winder 211; Hurlburt, Heather F. EOP/USTR	
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# December 27, 2023

Wednesday

December 2023

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January 2024

Su	Mo	Tu	We	Th	Fr	Sa
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WEDNESDAY		Notes
	27	
<b>EXEMPTION 6</b>		
7 AM		
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11		
12 PM	[EXTERNAL] Updated invitation: Recurring: Standing ISAB Check In @ Weekly from 12pm to 1pm on Wednesday from Wed Sep 20, 2023 to Tue Jan 9 (EDT) (heather.f.hurlburt@ustr.eop.gov) Rachel Thomas	
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5	Weekly Cabinet Call Walker, Serena E. EOP/WHO	Weekly Cabinet Call <b>EXEMPTION 6</b>
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# December 28, 2023

Thursday

December 2023

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January 2024

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21	22	23	24	25	26	27
28	29	30	31			

THURSDAY		Notes
	28	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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# December 29, 2023

Friday

December 2023

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January 2024

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FRIDAY		Notes
	29	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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# December 30, 2023

Saturday

December 2023

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January 2024

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SATURDAY		Notes
30	<b>EXEMPTION 6</b>	
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# December 31, 2023

Sunday

December 2023

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January 2024

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SUNDAY		Notes
	31	
<b>EXEMPTION 6</b>		
7 <sup>AM</sup>		
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12 <sup>PM</sup>		
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