Final info and slides for tomorrow DRG/ACTF

mkaran@usaid.gov Meral Karan Monday, October 24, 2022 at 6:12:56 PM Eastern Daylight Time
To: pwiebler@usaid.gov Peter Wiebler, jowalsh@usaid.gov Johnny Walsh, shgreen@usaid.gov Shannon Green, mebrown@usaid.gov Melissa Brown, lpavlovic@usaid.gov Laura Pavlovic, vzakem@usaid.gov Vera Zakem, droziewski@usaid.gov Danielle Roziewski, smolina@usaid.gov Stephanie Molina, blking@usaid.gov Blair King, abellows@usaid.gov Abigail Bellows, ahahn@usaid.gov April Hahn

Hi all

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I will go there around 2:30 just to make sure things are set up. Here is the Agenda

Let me know if you have any questions!
Meral

Meral Karan

Team Lead, Democratic Resilience and Innovation Team
Center for Democracy, Human Rights, and Governance
US Agency for International Development

[redacted]

shgreen@usaid.gov Shannon Green Tuesday, October 25, 2022 at 7:27:46 AM Eastern Daylight Time
To: mkaran@usaid.gov Meral Karan
Cc: pwiebler@usaid.gov Peter Wiebler, jowalsh@usaid.gov Johnny Walsh, mebrown@usaid.gov Melissa Brown, lpavlovic@usaid.gov Laura Pavlovic, vzakem@usaid.gov Vera Zakem, droziewski@usaid.gov Danielle Roziewski, smolina@usaid.gov Stephanie Molina, blking@usaid.gov Blair King, abellows@usaid.gov Abigail Bellows, ahahn@usaid.gov April Hahn

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Shannon N. Green
Executive Director, Anti-Corruption Task Force
Senior Advisor to the Administrator
U.S. Agency for International Development (USAID)
[redacted]
Email: shgreen@usaid.gov

---

mkaran@usaid.gov Meral Karan Tuesday, October 25, 2022 at 8:19:40 AM Eastern Daylight Time
To: shgreen@usaid.gov Shannon Green
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jowalsh@usaid.gov Johnny Walsh Tuesday, October 25, 2022 at 10:57:19 AM Eastern Daylight Time
To: mkaran@usaid.gov Meral Karan
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blking@usaid.gov Blair King Tuesday, October 25, 2022 at 11:15:19 AM Eastern Daylight Time
To: mkaran@usaid.gov Meral Karan
Cc: jowalsh@usaid.gov Johnny Walsh, shgreen@usaid.gov Shannon Green, abellows@usaid.gov Abigail Bellows, ahahn@usaid.gov April Hahn, droziewski@usaid.gov Danielle Roziewski, lpavlovic@usaid.gov Laura Pavlovic, mebrown@usaid.gov Melissa Brown, pwiebler@usaid.gov Peter Wiebler, smolina@usaid.gov Stephanie Molina, vzakem@usaid.gov Vera Zakem

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[redacted]

Blair A. King, Ph.D. (pronouns: he/him/his)

Team Lead, Evidence and Learning (E&L) Team

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Bureau for Development, Democracy, and Innovation (DDI)

U.S. Agency for International Development (USAID)

RRB 3.10.166, 1300 Pennsylvania Ave NW

Washington, DC, 20004

Email: blking(at)usaid(dot)gov

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To: blking@usaid.gov Blair King
Cc: abellows@usaid.gov Abigail Bellows, ahahn@usaid.gov April Hahn, droziewski@usaid.gov Danielle Roziewski, smolina@usaid.gov Stephanie Molina
Bcc: jowalsh@usaid.gov

Thanks Blair - moving speakers to BCC to save their inboxes. :)

Below is the info they sent about notes including a template and where we should save summary highlights by COB. Can you create one document and share with the other note takers and we just fill it out and I can save it in the highlights folder today?

Thanks
Meral

1. ***Notetaking.*** Session owners are responsible for identifying notetakers for their sessions. These notes will play a critical role in recording key points and creating the final report. We have created a Notetaking Template that should be used for all notes. This template includes:

   a. ***Summary Highlights.*** The template includes a space at the top to include a very brief summary (bullet points) of main take-away points that should be made available that same day. This information will be used to inform openings and closings. The draft notes can be saved in the file DRAFT Session Notes During Conference.

   a. ***The Full Set of Notes.*** The final, completed set of notes is due within 5 working days of the conference. Session owners are responsible for coordinating with their notetakers and for consolidating notes. Please note that we are not seeking a transcript, but rather a summary of key issues and main points.

The same location includes a file where you can upload completed notes.

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