

Collection: Office of the Chief of Staff Files

Series: Hamilton Jordan's Confidential Files

Folder: Administration Review, Goals & Priorities-First Draft of December 1977 Memo: Constituents Plan Memo; 1978 - Charts

Container: 33

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Office of the Chief of Staff Files, Hamilton Jordan's Confidential Files, Administration Review, Goals & Priorities-First Draft of December 1977 Memo: Constituents Plan Memo; 1978 - Charts, Container 33

Subject Terms:

1977 Campaign

Chart

Constituent Plan for 1978

Activity	Blacks	Labor	Hispanics	Jews	Democratic Leaders	Southerners	Primary State Friends	Business Leaders	Women	Consumers	Environmentalists	Total Activity Hours
Major Speech or Address Convention	1	1		1	1			1	1			6
White House Dinner	2	2	1		1							6
White House Informal Social Event Picnic/Reception					1	1	4					6
Meeting With the President	4 (4 x 1 = 4)	6 (6 x .7 = 4.2)	2 (2 x .5 = 1)	3 (3 x .7 = 2.1)	2 (2 x .5 = 1)			6 (6 x .7 = 4.2)	2 (2 x .5 = 1)	2 (2 x .5 = 1)	2 (2 x .5 = 1)	19.5
Special Constituent Press Briefing	2		1	2								5
Total Group Hours	9	7.2	3	5.1	4.0	1.0	4.0	5.2	2.0	1.0	1.0	Cumulative Total 42.5

* personnel committee
* management committee

SUSAN

improved coordination

1. Jordan, Powell, Eizenstat and Moore should meet for 15 minutes on Tuesday and Thursdays. (Other meetings could be added as necessary.)

A deputies group would function to complement the meeting of the "principals," consisting of Frances, Hutcheson, Rubenstein, Carp and Wurfel.

One member of the deputies group would sit in on the principals meeting, and report to the deputies what occurred, and what follow-up is appropriate.

The deputies would also prepare a brief agenda for the principals, pointing out issues or problems which they should consider.

2. Jordan should chair the 8:30 AM Monday meetings of the full Senior Staff. Hutcheson will prepare an agenda.
3. For every Administration issue which rises to the "presidential" level, a task force will be created.

The Panama group exists, and has more or less completed its work.

The energy group is presently in abeyance; everyone is waiting for the conferees to move.

Les Frances has put ^{WITH} together a civil service reform task force, ~~with~~ appropriate press, policy, agency, and legislative components. This is presently on track.

The economic package task force is just getting underway. Representatives of CEA, Treasury, DPS, congressional liaison have been attending. Jody or his representative should begin to attend. Hamilton should continue to call all meetings, and either he or Landon should attend.

(For various reasons, Gene Godley would like this to be his show, to the exclusion of other interests. Only continued interest/participation from Hamilton will force his & Treasury's continuing participation the the task force.)

For the time being, this group needs to meet only once or twice a week. As things heat up, daily meetings will become necessary (as with energy, meetings at the end of each day keep all the players informed on fast-breaking developments, and make it difficult for the agency to preempt other actors in the process.)

The task force approach should be on-going for all major Administration initiatives. The participation of Jordan, Eizenstat, Moore and Powell, either directly or via representatives, is essential in the case of those 2-3 peak issues on which the President's personal prestige hangs-- otherwise the White House loses control.

4. Hutcheson will draft for Jordan a once-a-week status report for the President on on-going efforts and problems.

improving communication

1. "Senior Staff Meetings" will be continued, at least once a week, for policy updates from Eizenstat and Moore (or their representatives).

I will try to encourage a larger number of persons to attend, and to bring their deputies, so that a larger number of persons can be relatively well briefed on Administration activity, and well-informed.

Occasionally, special topics or briefings will be put on the agenda. We will start, a week from tomorrow, with a briefing on the economic stimulus package.

2. Initiate bimonthly briefings on current domestic and foreign policy issues, which would be open to anyone in the White House/EOB complex. I would anticipate a 15-20 talk, followed by Q&A. Perhaps once a year, the President and Vice President could be featured, along with other Administration officials ^{at other times}

foreign policy memos

Brzezinski and a few others sometimes take national security material of an urgent and confidential nature directly in to the President (in person or through Susan Clough). As you point out, there is no way to stop this.

I would suggest that in these cases, Susan be instructed to return the material via me, rather than directly to Brzezinski. This gives Brzezinski his direct access, but also gives me the opportunity to look at it, and see if it should be brought to your attention, either in full or in summary form.

Handling paper in this way means that no additional copies need to be made - you can look at the same copy the President saw. (My office sends all national security memos back to NSC for storage in the Sit Room. We keep a record of the material, but not a copy)

Of course, national security material which is not super-urgent should be handled routinely -- given to me on the front end.