



The Center for Strategic and International Studies

Georgetown University / 1800 K Street Northwest / Washington DC 20006 / Telephone 202/833-8595

Cable Address: CENSTRAT

Mr. Dwight Ink
Deputy Administrator
General Services Administration
18th and F Streets, N.W.
Washington, D. C. 20405

Dear Mr. Ink:

As part of the National Energy Program started by CSIS last summer, we are in the process of organizing a Federal Staff Energy Seminar. Jack Bridges, who was formerly with the Joint Committee on Atomic Energy, has joined our staff and will be in charge of the Federal Staff Energy Seminar series.

Plans for this program call for an intensive systematic examination of the present national energy dilemma. We will hope to cover in a one-year period such basics as where and how our fossil fuels are produced, the working of the United States national energy system, and new horizons of energy research.

Through this program we want to bring together key staff people from each House, Senate and Joint Committee of Congress already involved in the various phases of the energy problem, and at the same time include key senior staff personnel from the Executive Branch, Departments and Regulatory Agencies. With this highly select group we will attempt to create a common body of factual information and an appreciation of the various policy issues engendered by the energy problem. In addition to regular working sessions in Washington, we will offer field trips and other "on site" programs so that participants will have a reasonable amount of first hand exposure to problem areas.

The organization of the series will try to incorporate the best features of the ongoing Educational Staff Seminar, and our own CSIS Congressional Staff Seminar series, which over the last five years has covered a wide variety of international and strategic topics. But the most important aspect of this new energy-centered undertaking is the attempt to include both Congressional and Executive Branch staff leaders.

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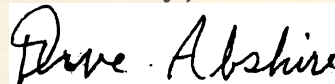
Mr. Dwight Ink

Betty McCann, who is working with Jack Bridges on our Federal Staff Energy Seminar series, will be contacting your office in the next few days to ask for your suggestions as to personnel in your organization who might participate in this project. Invitations to the first seminar will be in the mail by the end of this week. Our initial meeting will be on the evening of March 7, with cocktails and buffet, followed by a demonstration by Jack Bridges of the Energy Display Systems model, and an invitation to participants to offer suggestions as to agenda items for future seminars.

Our second meeting is scheduled for March 20, and will include a panel of top level policy people from FEC, the Departments of Interior and State, and the Atomic Energy Commission.

We feel it is essential to the success of this project that you be aware of our plans and help guide us in selecting participants from your agency. We sincerely hope you will be able to aid us in designing this program for maximum use to those participants with interest.

Sincerely,

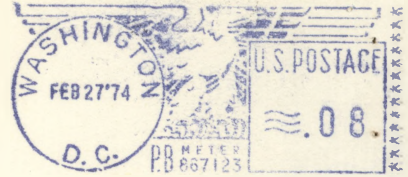
A handwritten signature in dark ink, reading "Dave Abshire". The signature is written in a cursive, slightly slanted style. The first name "Dave" is written in a larger, more prominent script than the last name "Abshire".

David M. Abshire
Chairman

MDA/ecm

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Mr. Dwight Ink
Deputy Administrator
General Services Administration
18th and F Streets, N.W.
Washington, D. C. 20405





*Judy
See if Lauer wants to go.
Yes - JBS
DJ*

The Center for Strategic and International Studies

Georgetown University / 1500 K Street Northwest / Washington DC 20006 / Telephone 202 / 833-8535

Cable Address: CENSTRAT

February 28, 1974

FEDERAL STAFF ENERGY SEMINAR

As part of the National Energy Program started by CSIS last summer, we are organizing a one-year Federal Staff Energy Seminar. It will cover such basics as where and how our fossil fuels are produced, the working of the United States national energy system, and new horizons of energy research. In addition to working sessions in Washington, we will offer field trips and other "on site" programs to provide first hand exposure to problem areas. By including both Congressional and Executive Branch staff leaders, we hope to create a common body of factual information and an appreciation of the various policy issues engendered by the energy problem. Because of your work in the energy field, you have been recommended to be a participant in this series.

The first seminar will include a demonstration by Jack Bridges, CSIS Director of National Energy Programs, of the Energy Display Systems model he designed while he was with the Joint Committee on Atomic Energy, a discussion of future plans for the series, and an invitation to participants to suggest agenda items for future sessions.

TIME: Thursday, March 7, 1974, 6:30 to 8:30 p.m.
Cocktails and Buffet

PLACE: Conference Room, Third Floor, The International Club Building, 1800 K Street, N.W., Washington, D.C.

Our second seminar will be a panel discussion by top level policy people from FEO, the Departments of Interior, State and Commerce, and the Atomic Energy Commission.

TIME: Wednesday, March 20, 1974, 6:30 to 8:30 p.m.
Cocktails and Buffet

PLACE: Conference Room, Third Floor, The International Club Building, 1800 K Street, N.W., Washington, D.C.

PLEASE NOTE: As is our custom, we will collect \$2.00 from each participant to help defray cocktail expenses. Attendance is by invitation only, but you are encouraged to notify CSIS if you know someone who should be added to the Federal Staff Energy Seminar list.

R.S.V.P. Betty McCann, 833-8595

David M. Abshire
Chairman