

**Sinkfield, Nora**

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**Subject:** Workgroup Summaries

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**From:** Simmat, Susan

**Sent:** Monday, November 22, 2010 1:58 PM

**To:** BUTTERFIELD, CINDY; Cash, Cinda; Flaherty, Patrick; Gorman, Raymond J.; Ide, Joel R.; Johnson, Patrick J.; Kasdan, Barry; Purcaro, Michael

**Cc:** Dakers, Robert; 'Peter DeBiasi'

**Subject:** Workgroup Summaries

Please see the following message from the Commission Co-Chairs:

Workgroup Co-Chairs:

In preparation for submission of the Commission's preliminary report by January 1, as discussed previously we respectfully request that you submit by the morning of Dec. 13, a written summary of your workgroup's progress. The summary should include:

- Results the workgroup intends to accomplish
- Progress made toward achieving those results
- Recommendations, if any, proposed by your workgroup for the January 1 report. If possible, provide recommendations sooner so we can circulate them to the full Commission prior to the Dec. 14 meeting. (Only those approved by the full Commission will be included in this report.)
- Planned Next Steps for your workgroup.

Thanks in advance for you cooperation and good work.

Peter DiBiasi and Bob Dakers, Co-Chairs

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