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Description of document: National Telecommunications and Information Administration (NTIA) Communications Plan / Stakeholder Outreach Document, 2013-2014\*

Request date: 18-August-2014

Released date: 16-October-2014

Posted date: 24-November-2014

Note: \* Released record is undated

Source of document: FOIA Officer  
National Telecommunications and Information Administration  
U.S. Department of Commerce  
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October 16, 2014

RE: NTIA FOIA 014-053

On August 18, 2014, the National Telecommunications and Information Administration (NTIA), Office of the Chief Counsel, received a request under the Freedom of Information Act (FOIA), as amended (5 U.S.C. § 552). In this request, you sought: a digital/electronic copy of the most recent NTIA communications plan.

On August 18, 2014, NTIA acknowledged receipt of this FOIA request and sought some clarification. On August 19, 2014, NTIA received your response to this request wherein you modified your request as follows:

- A copy of a communications plan that is agency wide and not specific to a particular topic;
- The term communications does not include or mean emergency communications or interoperability, but rather press/external stakeholder relations and public outreach; and
- Responsive documents include those created from January 1, 2012 to August 18, 2014 but do not include drafts, email, or discussions regarding these plans only final versions.

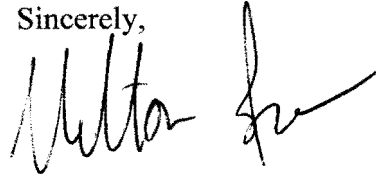
On September 3, 2014, NTIA provided a fee estimate in the amount of \$102.30. NTIA also notified you that pursuant to Department of Commerce regulations, you may contact NTIA to discuss modifying your FOIA request to meet your needs at a lower cost. 15 C.F.R. § 4.11(e). On September 8, 2014, you contacted NTIA regarding how to modify your request and NTIA provided a suggestion. Accordingly, on September 9, 2014, you modified your request seeking responsive documents from October 1, 2013 through August 18, 2014. NTIA accepted this modification and agreed to proceed. On that same date, NTIA notified you via letter that the re-estimated fee would be less than \$25.00 and therefore, there would be no charge for processing this request.


NTIA has conducted a thorough search for responsive records within its possession and control and has granted your request by releasing the only responsive document without redaction and in its entirety. This concludes the initial determination by the Department.

NTIA also extended the time to process this request by ten (10) additional work days as permitted by regulation. 15 C.F.R. § 4.6(c). If you have any questions regarding the processing

of your request, please contact Stacy Cheney, Senior Attorney Advisor, at 202-482-1864 or via email at [scheney@ntia.doc.gov](mailto:scheney@ntia.doc.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Kathy D. Smith". The signature is fluid and cursive, with a long horizontal stroke at the end.

 Kathy D. Smith  
Chief Counsel

## **Stakeholder outreach**

To serve as a point of contact for and liaison to NTIA's external stakeholders, including companies, industry trade groups, civil society and public interest groups, state and local government associations, other federal agencies and additional organizations that have overlapping interests. Stakeholder outreach includes educating stakeholders about NTIA's mission and programs in order to build outside support for the agency's work, and gathering input and feedback from stakeholders to shape NTIA's priorities and initiatives.

Key responsibilities include:

- 1) Stakeholder meetings - Maintaining an ongoing dialogue with stakeholders through one-on-one meetings with top NTIA officials and staff. (Upcoming meetings on the calendar include: New America Foundation, TechAmerica, U.S. Chamber of Commerce, ACLU and a joint meeting with the National League of Cities, US Conference of Mayors, National Association of Counties and the National Association of Telecommunications Officers and Advisors. Also trying to schedule a meeting with AT&T to discuss its U-Verse expansion plans)
- 2) Stakeholder email updates - Maintaining stakeholder email distribution lists for NTIA's key programs (including broadband and Internet privacy) and sending out blogs and other regular updates to those lists
- 3) Blogs (Recent posts include blogs on Internet privacy, Digital Learning Day and BTOP projects in Alaska, the Navajo Nation and Michigan)
- 4) Speaking engagements – Identifying and pitching speakers for key conferences, trade shows and meetings where NTIA should be represented. Evaluating and managing incoming speaking invitations for NTIA.
- 5) Speech writing – Drafting remarks for NTIA leaders

- 6) Workshop planning – Currently working with the broadband team to plan the first of a series of three workshops focused on community broadband. Also in discussions with the public safety communications team about planning a workshop to educate DC-based associations representing state and local government officials and public safety officers about the SLIGP program.
- 7) Brown bags – Proposing to launch a brown bag series that would bring stakeholders in to meet with NTIA leaders and staff to discuss issues of overlapping interest (Possibilities include brown bags with the New America Foundation, Public Knowledge, Consumers Union, Center for Democracy & Technology, Google, Facebook, Comcast, NCTA, CTIA)

Other potential assignments from Tony and the broadband team:

- 1) Broadband white paper – I have been asked to write profiles of a handful of successful community broadband projects for the white paper that OPAD is drafting
- 2) Broadband outreach and partnerships – Doug and his team would welcome assistance with conducting outreach and building partnerships with other federal agencies (like HUD, Dept of Labor and Dept of Education) as they build their new community broadband program
- 3) Toolkit - I could get pulled into helping draft a toolkit on community broadband that Jean Rice and Don Williams working on