

RELEASE IN FULL

MEMORANDUM

TO: Secretary Clinton

FROM: Mike

CC: Cheryl, Jake

SUBJECT: Issues I Cover

In addition to the day-to-day projects and follow-up items I work on with Jake, I cover the following issues:

Long-Range Policy

- Helping Cheryl and Jake plan for, and follow-up on, the bi-monthly policy meetings
- Working with bureaus on end-of-year reports follow-up
- Keeping up to speed on issues discussed at Deputies meetings for weekly memos
- Helping shepherd speech ideas and providing feedback on drafts

Substantive Issue Areas

- Human rights/democracy
- Sudan
- Mexico
- Cookstoves
- Yemen-related issues
- Export controls
- Cybersecurity
- Terrorist finance issues
- Military families issues
- Climate change
- Dialogues and partnerships with Nigeria, South Africa, Angola, Indonesia, Brazil

State Department Reform

- Report reform: Working with Rich Verma and his team on reforming state's system for producing annual reports to Congress
- QDDR-related assistance