



## Office of the Under Secretary for Science

Washington, DC 20585

March 14, 2011

Dear meeting participant:

The Department of Energy (DOE) is committed to openness in Government, and the DOE Quadrennial Technology Review (DOE-QTR) will be conducted so that all will have access to information received from external groups throughout the process. Accordingly, meetings and communications with external parties are being posted online in adherence to DOE General Counsel's [ex parte communications guidance](#).

Please be aware that following your upcoming DOE-QTR discussion, you will be requested to provide the following information for posting on the DOE-QTR [website](#):

- A memorandum including a summary of the issues discussed as well as a list of participants and date of the meeting; and
- Any documents in either written or electronic format that were presented to the DOE (including PowerPoint presentations).

Please e-mail the requested documents to the following e-mail address within one week of the meeting: [expartecommunications@hq.doe.gov](mailto:expartecommunications@hq.doe.gov).

Thank you,

Steven Koonin  
Under Secretary for Science