

*TheCapitol.Net's Executive Conference:*

## **Advanced Federal Budget Process (2-days) and Legislative-Executive Workshop (3-days)**

*Presented for (client agency)*

*(Agenda from a custom program presented in 2000. To have a program tailored for your organization, contact us.)*

5-day program, 2000  
Washington, DC

Day One: Monday

*Location: 10 Thomas Circle, NW (at Massachusetts Ave and 14<sup>th</sup> Street)*

### Advanced Congressional Budget Procedures

8:30 Introduction  
*TheCapitol.Net*

8:35 The Politics of the Budget Surplus  
*Federal Budget expert*

(Federal Budget expert) will explain the current politics of the congressional budget process and how the new federal surplus has changed the dynamics of the process in Congress, and between the Hill and the White House.

9:30 Congressional Budgeting in the 106th Congress  
\* The framework and basic concepts of the congressional budget process, the key players and their basic roles and relationships  
\* The two federal budget processes: discretionary and mandatory spending  
\* Budget authority vs. budget outlays  
\* How the rules set forth in the Budget Enforcement Act reshaped the congressional budget process

10:00 Break

10:15 Begin "Walk Through" of Budget Documents  
(Federal Budget expert) will point out the relevant documents (legislation, reports, agency budget documents) produced during each of the following stages of the congressional budget process.

STAGE I: The Congressional Budget Resolution Process

\* How the budget resolution is affected by the discretionary caps established in the Budget Enforcement Act  
\* How to interpret the budget aggregates, functional allocations contained in the budget resolution

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Day One: Monday, continued

*Location: 10 Thomas Circle, NW (at Massachusetts Ave and 14<sup>th</sup> Street)*

12:00 Lunch

1:00 STAGE II: Authorizations

- \* Key features and different types of authorization bills
- \* The relationship of authorization and appropriations legislation and how differences between the two are reconciled
- \* The trend toward annual authorizations and how this impacts power relationships in Congress

2:15 Break

2:30 STAGE III: Appropriations

- \* How the House initiates all appropriations bills, and the rules and structure in place to move this "must pass" legislation through committee and floor consideration
- \* How the various parts of an appropriations bill relate to one another
- \* How to interpret the nuances of legislative language (expects vs. directs, may vs. shall, etc) in appropriations bills and reports

4:00 Day One Concludes

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Day Two: Tuesday

*Location: 10 Thomas Circle, NW (at Massachusetts Ave and 14<sup>th</sup> Street)*

8:30 STAGE III: Appropriations (continued)

- \* Track Senate amendments to House-passed appropriations bills
- \* How the Senate's lack of formal rules and structure impacts the path of appropriations bills through the Senate; the use of unanimous consent
- \* Videotape of Floor Action on Appropriations (20 min) (time permitting)

9:35 Break

9:45 STAGE IV: Final Actions on Appropriations and the Reconciliation Process

- \* How differences between House and Senate legislation are reconciled
- \* How to interpret the conference report and to determine the status of your program and final dollar amounts agreed to by the conferees
- \* The three components of the reconciliation instructions in the budget resolution and how to determine whether they will impact programs

11:20 Break

11:30 STAGE V: Implementing the Budget

- \* The flow of monies following the passage of appropriations including apportionments, allotments, obligations, and outlays by executive agencies

12:30 Lunch

1:30 The Outlook for the Budget Process in Congress

1:45 Developments in Federal Financial Management  
*Federal budget expert*

3:10 Complete Evaluations

3:15 *Advanced Congressional Budget Procedures Concludes*

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Day Three: Wednesday

*Location: 10 Thomas Circle, NW (at Massachusetts Ave and 14<sup>th</sup> Street)*

Legislative-Executive Workshop

8:30 Welcome and Introductions  
*TheCapitol.Net*

8:40 Campaigns and Elections  
*Political expert*

The speaker will take an insightful look at the recent trends in how campaigns, political communication and elections are conducted in the United States, citing examples from the current presidential and congressional campaigns.

9:50 Break

10:00 Why Congress Behaves the Way It Does  
*Congressional expert*

This session will discuss the dynamics of the legislative process and what drives today's institution, focusing on three key elements: policy, politics and procedure. It will review differences between the House and Senate, and how the 106<sup>th</sup> Congress differs from past congresses, and what could be expected in the next Congress.

11:00 Stretch Break

11:10 The Legislative Process Today  
*Congressional expert*

This session will review House and Senate legislative procedures including the introduction and referral of legislation, committee hearings and markups, scheduling, amending and floor action, reconciling differences between the houses, and presidential action.

12:30 Lunch

1:30 Politics and Leadership in the 106<sup>th</sup> Congress  
*Congressional expert*

The speaker will discuss the current House and Senate leadership and power structures, as well as the personalities and agendas of the major players. She will take a look forward to examine how leadership positions may change in the 107<sup>th</sup> Congress.

2:30 Break

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Day Three: Wednesday

*Location: 10 Thomas Circle, NW (at Massachusetts Ave and 14<sup>th</sup> Street)*

2:40 The Congressional Hearing Environment  
*Congressional expert*

This session will set the context of congressional hearings by briefly reviewing the role of committees and the hearing process in the work of Congress. The speaker will review the types of committees; the work of subcommittees; types of committee hearings (informational, legislative, investigative, oversight, public relations); committee markup of legislation; and committee reports. This session will also examine the role of the committee chairman in hearings; the role that committee staff play in deciding the subject matter of hearings, selecting witnesses and preparing questions for committee members to ask witnesses.

3:50 Instructions for Day Four  
*TheCapitol.Net*

4:00 Day Three Concludes

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Day Four: Thursday

*Location: Morning: Capitol Hill hearing room  
Afternoon: Room 236 Russell Senate Office Building (SROB)*

8:30 Meet at Capitol South metro station (First and C Streets, SE)

9:00-12:00 Attend Congressional Hearing, U.S. House of Representatives (TBD)

12:15 Lunch: Longworth House Office Building Cafeteria  
*(near South Capitol Street entrance)*

1:10 Walk to Russell Senate Office Building (SROB)

1:30 Meet in Room 236 Russell Senate Office Building (SROB)

1:35 A Member's Perspective on Politics and Policy  
*Former member of Congress*

A former member of Congress will analyze the many pressures and responsibilities that a member must balance in day-to-day decision-making and policy-making.

2:45 Break

3:00 Working with Congressional Staff  
*Congressional staff panle*

A panel of congressional staff members will discuss the work environment on the Hill including the responsibilities of committee and personal staff, and the organization of congressional offices. They will focus on the "ideal" relationship between congressional and executive branch workers, and what (client agency) can do to work effectively with staffers and to help protect its interests.

4:00 Day Four Concludes

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Day Five: Friday

*Location: 10 Thomas Circle, NW (at Massachusetts Ave and 14<sup>th</sup> Street*

8:30 Introduction  
*TheCapitol.Net*

8:35 National Security Issues in the 106th Congress  
*Congressional expert*

A seasoned (client agency-area) reporter will discuss the (client agency)-related legislative issues being discussed in the 106th Congress, and what issues may arise in the 107<sup>th</sup>.

9:30 Break

9:45 How the Media Covers Capitol Hill, the White House and the Big Beats  
*Experienced Washington, DC journalist*

A well-known reporter will discuss who comprises the Washington press corps, and how they cover the big beats in DC. Questions to be addressed include: how forthcoming are these institutions with information, and what role does the media play in shaping policy debate and decisions in these institutions.

11:00 Break

11:10 (Client Agency) Legislative-Executive Relations  
*Experienced client agency legislative expert*

The speaker will examine the working relationship between Congress and the (client agency's department) by addressing the organization and responsibilities of the (client agency) legislative affairs team and how it does its work on Capitol Hill.

12:20 Break

12:30 Washington Advocacy and Its Role in the Legislative Process  
*Congressional advocacy expert*

This session will provide an overview of advocacy/lobbying in Washington and its role in the legislative process. Topics of discussion will include the need for interest groups, the variety and number of them in Washington, and their main objectives. The session will discuss how outside interests, including executive agencies, need to build a positive working relationship with members of Congress and their staff, and will provide specific suggestions of how this can be accomplished.

1:30 Lunch

2:25 Complete Evaluations

2:30 Legislative-Executive Workshop Concludes

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