

*TheCapitol.Net's Executive Conference:*  
**Preparing for Congressional Oversight and Investigation**

Sample agenda – see [www.CongressionalOversight.com](http://www.CongressionalOversight.com) for schedule  
Washington, DC

**9:00 Welcome and Introduction**

*TheCapitol.Net*

**9:05 The Role of Congressional Oversight**

*Congressional oversight expert*

- \* Legal authority of Congress to conduct oversight
- \* Oversight committees: authorization, special, temporary
- \* Committee Oversight Plans; Committee Activities Reports

**10:10 Break**

**10:20 What to Expect from a Congressional Investigation**

*Congressional oversight expert*

- \* Sources: media; tips/whistleblowers; Inspectors General; GAO; previous work
- \* Scope: investigation; hearings; referrals; reports; legislation
- \* Investigative Resources: Staff/detailees; GAO; Inspectors General
- \* Investigative Tools: Document and Interview Requests; subpoenas; depositions; immunity; contempt
- \* Potential Impact: media/public relations; legal; legislative
- \* Proactive vs. Reactive Response

**11:30 Break**

**What Does This Letter Mean – Are They Investigating Us?**

*Congressional oversight expert*

- \* Initial communication from oversight committee
- \* Where are they going?
- \* Document request
- \* Programmatic or operational performance information request

**12:00 Lunch**

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**1:00 Strategic Plan for Response** (Agency *and* corporate/private sector response)

*Congressional oversight expert*

- \* Who is in charge?
- \* What is the real issue being investigated?
- \* What are the facts surrounding this matter?
- \* How do we ensure the responses are correct and factual?
- \* Role of General Counsel
- \* Who are the congressional staff working on this issue?
- \* How trade associations can respond to investigations

**Actions to Be Taken**

*Congressional oversight expert*

- \* Meet with congressional staff
- \* Interview agency/company personnel who have knowledge of issue
- \* Review all related documentation
- \* Review committee rules
- \* Prepare total response package
- \* Prepare witness for potential oversight hearing

**Break**

**Are They Entitled to this Information? Should We Hold Anything Back?**

*Congressional oversight expert*

- \* Legal justification for withholding information
  - \* Is it worth a subpoena?
  - \* Who are they talking to within the agency/company?
  - \* Can/should we stop an employee from talking to the committee?

**Press Ramifications**

*Congressional oversight expert*

- \* How will publicity on this issue affect the agency/company?
- \* What is the committee allowed to do with our documents?
- \* Can we control this story?

**The Hearing**

*Congressional oversight expert*

- \* Choosing the witness
- \* Proactive response with exhibits
- \* Interaction with the committee members and staff
- \* Using the committee rules to our advantage
- \* Responding to the press
- \* Post-hearing actions and follow-up

**3:00 pm Complete Evaluations and Program Concludes**

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