CHECKLIST OF IMPORTANT REMINDERS

When Starting a Government Submission Project

☐ Notify the Staff Counsel when starting a government submission project, not when it is done. Remember that the quality, not quantity, of submissions to the Government is most important. It is not necessary to express a view about every conceivable issue.

☐ Let other committees with an interest in the subject matter know what you are doing.

While Working on the Project

☐ Make sure that what you write is courteous, balanced, and intellectually honest. Objectively consider all sides of an issue. Address issues (not the draftsmen) with fair, tightly-reasoned argument, not mere opinion. Don’t be only negative; offer alternative solutions. Be practical; think about complexity and compliance.

☐ Stay in touch with the Section Staff Counsel. Let her know at least two weeks before a draft of a submission will be ready for COGS review, so that the review can go smoothly. Give special advance warning if the submission will be unusually lengthy, arcane, or controversial.

When Completing the Project

☐ Include a substantive executive summary with every submission that exceeds five single-spaced pages or is controversial.

☐ Include with every government submission a cover page.

At All Times

☐ Keep your Council Director and the Section Staff Counsel updated.

☐ If you have a question, contact the Section Staff Counsel or your Council Director