



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

DT-03-009
May 16, 2003

MEMORANDUM TO Designated Agency Ethics Officials

FROM: Carolyn W. Chapman
Associate Director for Education

SUBJECT: Dallas Ethics Symposium, June 17-18, 2003

The U.S. Office of Government Ethics (OGE) is offering a two-day ethics symposium in Dallas, TX on June 17-18, 2003. This symposium is being offered to ethics officials in the Dallas Region. The symposium consists of training courses and roundtable discussions. Attached is the symposium agenda and descriptions of the various offerings.

The symposium takes place at the following location:

General Services Administration
Earle Cabell Federal Building
Room 752 (7th Floor)
1100 Commerce Street
Dallas, TX 75242
TEL: 214.767.0084

If you are interested in attending the two-day symposium, please send your registration request via e-mail to Gwen Cannon-Jenkins at gcannon@oge.gov. Please provide Gwen with the following information:

- * name
- * agency name
- * e-mail address
- * phone number
- * fax number

You will receive a return response confirming your registration or noting that the symposium is full. Thank you for your interest in this program.

We look forward to seeing you in Dallas!

Attachments

DALLAS ETHICS SYMPOSIUM
June 17-18, 2003

AGENDA

Tuesday, June 17, 2003:

8:00 - 8:15 am	Welcome
8:15 - 9:15 am	Best Practices
9:15 - 9:30 am	<i>Break</i>
9:30 - 11:30 am	Conflicting Financial Interests (Part I)
11:30 - 12:30 pm	<i>Lunch (on your own)</i>
12:30 - 2:30 pm	Conflicting Financial Interests (Part II)
2:30 - 2:45 pm	<i>Break</i>
2:45 - 3:45 pm	450 Review

Wednesday, June 18, 2003:

8:00 - 9:00 am	450 Review (Continued)
9:00 - 9:15 am	<i>Break</i>
9:15 - 10:45 am	Gifts from Outside Sources
10:45 - 11:00 am	<i>Break</i>
11:00 - 12:00 pm	Round Table Discussion: <i>Widely Attended Gatherings (WAG)</i>
12:00 - 1:15 pm	<i>Lunch (on your own)</i>
1:15 - 2:15 pm	Round Table Discussion: <i>Impartiality</i>
2:15 - 2:30 pm	<i>Break</i>
2:30 - 3:30 pm	Round Table Discussion: <i>Misuse of Position</i>
3:30 - 3:45 pm	Wrap-up/Conclusion

DALLAS ETHICS SYMPOSIUM
June 17-18, 2003

SYMPOSIUM DESCRIPTIONS: Tuesday, June 17, 2003

Best Practices/Challenges (1 hour)

In this session, we provide information about some of the challenges faced in running an effective ethics programs and practical ways in which you can solve those challenges.

Conflicting Financial Interests Part I (2 hours)

This session focuses on how to analyze disqualifying financial interests as identified in 18 U.S.C. § 208. The course uses examples to illustrate concepts and real-world exercises to increase skills.

Conflicting Financial Interests Part II (2 hours)

The second part of this two-part course emphasizes actions ethics officials need to take once a disqualifying financial interest is identified. Practical remedies are discussed as well as regulatory and statutory solutions to a variety of problems.

450 Review Part I (1 hour)

In this session you learn how to review financial disclosure reports filed by non-public filers. You complete technical reviews and conflicts of interest analyses of the assets and liabilities schedules of the form. You also recommend solutions for any identified conflicts.

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450 Review Part II (1 hour)

You complete technical reviews and conflicts of interest analyses of the remaining schedules and identify missing or inconsistent information and solutions for possible conflicts.

Gifts from Outside Sources (2 hours)

This course emphasizes the various exclusions and exceptions to the gift rule. It focuses on issues commonly raised about discounts and gifts based on personal relationships. The instructor leads the class through several exercises and provides a tool to assist ethics officials determine whether a gift may be accepted.

Ethics Roundtable Discussions (3 hours)

Widely Attended Gatherings (WAG) (1 hour)

Here, the discussion centers around difficulties associated with determining whether an employee should accept an invitation to a widely attended gathering. It explores the many factors that need to be weighed to determine if it is appropriate to accept an invitation. Alternatives to acceptance are also examined. Be prepared to share examples of invitations made to employees in your agency.

Impartiality (1 hour)

A panel leads a discussion on Subpart E questions. Impartiality is discussed in terms of why it is important that government decisions appear as objective as possible. The panel discusses the decision-making process employees should use when a question of impartiality arises. The panel focuses on troubling circumstances that give rise to impartiality questions and the reasonable personal standard used to determine impartiality.

Misuse of Position (1 hour)

The misuse of position standard covers a varied and broad area. As such, it is one of the areas that employees find themselves at odds with – it is a fertile source of ethical issues. In this roundtable you have an opportunity to learn about the actions that are prohibited under this subpart, and discuss the problems you encounter identifying and addressing issues related to misuse of position.