

Warden Conference Agenda

April 12, 2013

Illinois Room, U.S Embassy, Bogota

2:00 Introduction – Ambassador’s Remarks

**2:10 Roles and Responsibilities of Volunteer Wardens
(Rachel Schofer, CONS)**

- Representing the U.S. Embassy
- What wardens can and can’t do for American Citizens
- Coordinating/informing the Embassy

**2:30 Privacy Act and Volunteer Wardens
(Deborah McFarland, CONS)**

- What is PII?
- How do we protect it?
- When can we reveal it and to whom?

**2:50 Consular Information/ Messages for U.S. Citizens
(Rachel Schofer, CONS)**

- Describe Consular Information/Double Standard
- Three types of messages
- Getting the word out (STEP)

3:00 BREAK – Cookies and coffee

3:10 Consul General’s Remarks

3:30

Visas

(John Aloia, CONS)

- Visa Overview
- Video of Visa Processing
- Role of Wardens

3:50

Security Briefing – RSO

(Brian Murphy, RSO)

4:10

Political Briefing – POL

(William Torrance, POL)

4:30

Crisis

(Meghan Mercier, CONS)

- Different types of drawdown/evacuation
- Wardens' participation
- Planning questions in small groups

5:00

Round-up/Final Remarks