

U.S. Department of Labor

Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303



SWA ISSUANCE NO. 04-06

SUBJECT: Workforce Development Reporting and Performance Roundtable

1. Purpose. To announce the first of several quarterly meetings of workforce development reporting and performance management specialists representing State and Regional Office interests.
2. Background. The Atlanta Regional Office is establishing a Workforce Development Reporting and Performance Roundtable to provide a forum where select State and regional office staff meet to discuss issues relating to federal reporting, performance measurement and performance management. These roundtable discussions will include reporting and performance topics associated with the following ETA programs:
 - Employment Service (ES) Program
 - Veterans Employment and Training Service (VETS) Programs
 - Workforce Investment Act (WIA) Title IB Programs (*including Rapid Response*)
 - National Emergency Grant (NEG)
 - Trade Adjustment Assistance (TAA) Program

This type of opportunity for reporting and performance specialists to meet and discuss issues of mutual concern are rare and so the Workforce Development Reporting and Performance Roundtable provides a unique setting for the exchange of information and where issues of mutual concern can be explored and discussed in depth.

3. Additional Information. The first Workforce Development Reporting and Performance Roundtable will be held on July 29, 2004, at the Embassy Suites Buckhead hotel at 3285 Peachtree Road, N.E., in Atlanta, Georgia. The first roundtable will focus on the details of the proposed ETA Management Information and Longitudinal Evaluation (EMILE) system. This session will be conducted by staff members of ETA's Performance and Results Office (PRO) located in Washington, DC. Details concerning the proposed comprehensive data collection approach will be published soon in the Federal Register for comments.

Program administrators and staff responsible for federal performance reporting who represent ES, VETS, WIA, NEG and TAA programs should attend the one-day session set for July 29, 2004. Each State interested in sending individuals to this session should register on line at: www.dtiassociates.com/emile or fax completed registration forms to Ellen Lupinski of DTI Associates at 703.299.4589. **Please note that each State is limited to six attendees in order to ensure adequate opportunities for questions.** Please refer to the attached handout for

details concerning the July 29th session, information on the registration process (including the registration form), and hotel accommodations.

A block of rooms will be held under the ***U.S. Department of Labor – EMILE*** at the special group rate of \$112.00 per night plus a 14% sales tax. To reserve a room, please call the hotel directly at 1.800.EMBASSY or 404.261.7733 ext. 7117 **no later than Tuesday, July 13, 2004**. After this date, these special rates and/or availability cannot be guaranteed. Please be sure to identify yourself as part of the ***U.S. Department of Labor – EMILE*** room block to receive the special rates. Please provide a major credit card when making your reservation to guarantee your arrival. Room and tax charges, along with all incidental charges, are the responsibility of each individual and must be paid upon departure.

4. Action. Recipients of this issuance should make it available to appropriate staff. Also, each State interested in sending one or more staff members to this session should register each attendee at www.dtiassociates.com/emile or fax completed registration forms to Ellen Lupinski of DTI Associates at 703.299.4589.

5. Inquiries. Questions regarding this issuance should be directed to the Office of Systems Support, Attn.: Stephen Dean or Anna Thomas, by phone at 404.562.2095, or by e-mail at Dean.Stephen@dol.gov or Thomas.Anna@dol.gov.

6. Expiration Date. August 1, 2004.

Helen N. Parker

HELEN N. PARKER
Regional Administrator