



United States Department of State

Washington, D.C. 20520

UNCLASSIFIED//PROPIN

05/11/2020

**INVITATION FOR THE SECRETARY**

(SBU) **Event:** Call with Costa Rican President Quesada

(U) **Role:** Host

(U) **Date/Time:** 05/15/2020

(U) **Possible Conflicts:**

(U) **Host:** THE SECRETARY

(U) **Location:** The Secretary's office

(U) **Date Received:** 05/11/2020

(U) **Date Response Required:** 05/14/2020

(SBU) **Details:** Quesada has requested to speak with the Secretary to provide an update on the COVID-19 response. Quesada will likely raise the issue of the ongoing situation related to Don Lewis.

(U) **Media/Press:** Closed Press

(SBU) **Recommendation:** WHA recommends the Secretary accept this call invitation, as Costa Rica remains an important strategic partner in the Western Hemisphere.

(U) **Decision (Action Required):**

- ☐ Accept the invitation
- ☐ Delegate the invitation to:

Attachment(s):

Bureau of East Asian and Pacific Affairs (DOS), Bureau of Western Hemisphere Affairs (DOS),  
Coronavirus, Costa Rica, COVID-19, Invitation Memos, WHA, World Health Organization  
All Audiences, U.S. Department of State

Allyson Bowers Ferreira

05/11/2020

UNCLASSIFIED//PROPIN

Classified by: (bureau) (full title) (name)

E.O. 13526, Reason(s): 1.4 (justification section), (justification section), and (justification section)

Declassify on: Month DD, YYYY

The drafter should include a separate page with approval, drafter, and clearance information. Classification markings and page numbers may continue onto the clearance page.

Approved: [Bureau] – [Name] [Enter initials of approving principal]

The drafting bureau front office **MUST** approve the memo.

Drafted: [Bureau/Office] – [Name], ext. 7-1234 and home/cell: ###-###-####

The drafter must include his/her full name, telephone extension, and after hours contact information.

Cleared: D: [name] [required clearance]

P: [name] [required clearance]

S/P: [name] [required clearance]

R: [name] [required clearance\*]

GPA: [name] [required clearance\*]

Other clearances as necessary, depending on subject matter covered

\* R and PA clearances are required for all external non-USG meetings, even if the recommendation is decline.

#### Types of clearances

(OK) [Means they cleared]

(Info) [Means paper was sent for informational purposes only]

(Info by Request) [Only if specified by clearer]

(No response) [Means clearance was requested but not received by deadline]