

EXHIBIT 02

To: Kilburn, Lilia [REDACTED]
Cc: Shaffer, Jessica L [REDACTED]
From: Povich, Ilissa Kimball[/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=92E433FFD3F849798481BF8A13AFC0BE-IKP786]
Sent: Thur 6/4/2020 1:46:21 PM (UTC)
Subject: ODR FAS FAC ANTHRO 05-18-20

Dear Lilia,

I am an Investigator in the Office for Dispute Resolution (“ODR”), and I am reaching out to see whether you would be available to discuss a matter that has come to the attention of our office. You are not suspected of wrongdoing in this matter. I am contacting you because a formal complaint was filed in our office, and I was informed that you may have information pertaining to the complaint. I am contacting you in your capacity as a potential witness or potential complainant.

Please find the following documents linked for your review: 1) the [Sexual and Gender-Based Harassment Policy and Procedures for the Faculty of Arts and Sciences Harvard University](#); 2) [Harvard University’s Procedures for Handling Complaints Involving Students](#) Pursuant to the [Sexual and Gender-Based Harassment Policy](#); 3) [Frequently Asked Questions Concerning the Policy and Procedures](#); 4) [Frequently Asked Questions Concerning the FAS Policy and Procedures](#); 5) the [ODR Flowchart for Investigative Process](#); and 6) the [Personal Advisor Role Frequently Asked Questions](#). As outlined in these documents, your participation is entirely voluntary, and ODR respects and protects privacy to the greatest extent possible, sharing information only on a need-to-know basis.

I would like to set up a meeting with you to discuss the allegations in the complaint. If you wish, you may include a personal advisor, who can be any person who is not involved in the Complaint, including an attorney, in this meeting.

I would like to schedule two hours for our meeting, which will occur remotely via Zoom. Please let me know if you are available for a **two-hour period** on Monday, June 8, 2020 anytime between noon and 5:00 p.m. or on Tuesday, June 9, 2020 anytime between 9:30 a.m. and 1:00 p.m.

I look forward to speaking with you.

Best,
Ilissa

Ilissa Povich
ODR Senior Investigator
Harvard University
[Office for Dispute Resolution \(ODR\)](#)
Tel: [REDACTED]

NOTE: Due to ongoing concerns posed by [coronavirus \(COVID-19\)](#), ODR staff has moved its operations offsite until further notice. ODR’s impartial, professional investigative process will continue using telephonic and other remote communications technology.

Pronouns: she, her, hers

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