



USAID
FROM THE AMERICAN PEOPLE

FY 2019 Annual Conference Report



Emiliano Dominguez Gonzalez displays his recently harvested strawberries in Honduras. Feed the Future (FTF) helped nearly seven million farmers like Emiliano last year boost harvests by using new and improved technologies and agricultural practices. / USAID-ACCESS/Fintrac Inc.

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OVERVIEW OF CONFERENCE EXPENSES

The Office of Management and Budget (OMB) Memorandum M-17-08 amending M-12-12, Promoting Efficient Spending to Support Agency Operations, directs agencies to report conference expenses for the previous fiscal year on their public websites. This report provides a summary of expenses incurred by the U.S. Agency for International Development (USAID) for conferences held during fiscal year 2019, along with more detailed information on conferences where the net expenses associated with the event exceeded \$100,000.

USAID has implemented comprehensive policies and other controls to mitigate the risk of inappropriate spending on conferences. The Agency's corporate conference approval and tracking system captures requests for conference approvals and facilitates senior management review and approval of conference expenditures. A chapter on conference planning and attendance is included in the Automated Directives System (ADS Chapter 580 Conference Planning and Attendance), which is available to the public and USAID staff worldwide. The Agency's review of conference expenditures ensures compliance with Agency and Federal policies. Conferences must support the achievement of the Agency's core development or management objectives and/or provide critical training relevant to the work of Agency employees.

USAID incurred conference expenses of \$8.3 million during fiscal year 2019. Forty-three of these conferences were directly sponsored by USAID with a total estimated cost of \$7.4 million. A total of 3,001 USAID employees participated in these events, along with 3,900 outside participants. Additionally, 280 USAID employees attended 110 conferences not directly supported by USAID during the reporting period at a total estimated cost of \$885,125. The average cost per participant for all conferences was \$1,154.

USAID sponsored 23 conferences with expenses in excess of \$100,000. Per Memorandum M-17-08, additional information is provided on these conferences. M-17-08 also requires that agencies publish the rationale and approval to incur expenses exceeding \$500,000 on a single conference. USAID sponsored one conference that exceeded this threshold during Fiscal Year 2019.

**SPONSORED CONFERENCES WITH EXPENSES EXCEEDING \$100,000
FY 2019**

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
Bureau for Food Security (BFS) Regional Field Consultation (Latin America and the Caribbean)	The Regional Consultations provided a valuable opportunity for the field to help shape the Agency's shared vision for food security and resilience moving forward and next steps on the Transformation effort. The insight gained from the consultations provided key input to the development of a new field support model and approach.	10-Oct-18	11-Oct-18	Miami, Florida	40	0	\$120,431.98
Central Asia Trade Forum (CATF)	The annual forum was a flagship trade event of USAID/Central Asia's Competitiveness, Trade, and Jobs (CTJ) activity. The event was a primary regional forum bringing together business executives, government leaders and industry experts from Central and South Asia, the United States, and Europe to share ideas and forge new partnerships for future cooperation. Private sector firms participated in a concurrent trade exhibition that showcased technology, equipment, service providers and a variety of horticultural goods from around the region.	17-Oct-18	18-Oct-18	Tashkent, Uzbekistan	19	981	\$234,008.00
Bureau for Food Security (BFS) Regional Consultation in (West and Central Africa)	The Regional Consultations provided a valuable opportunity for the field to help shape the Agency's shared vision for food security and resilience moving forward and next steps on USAID's Transformation . In addition. The insight gained from the consultations provided key input to the development of a new field support model and approach.	24-Oct-18	25-Oct-18	Dakar, Senegal	40	0	\$147,357.64
Mission Directors Conference	The conference provided an opportunity for senior agency leadership to emphasize the Administrator's priorities and vision for Mission Directors and ensure unified messaging on the Transformation, budget, and USAID's programmatic focus moving forward.	30-Oct-18	1-Nov-18	Fort Washington, Maryland	215	0	\$401,799.56

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
Bureau for Food Security (BFS) Regional Consultation (East and Southern Africa)	The Regional Consultations provided a valuable opportunity for the field to help shape the Agency's shared vision for food security and resilience moving forward and next steps on the Transformation effort. In addition, we want to better understand how we can support the Missions needs for technical support, technical coordination and alignment across sectors from Washington. The insight gained from the consultations provided key input to the development of a new field support model and approach.	5-Nov-18	6-Nov-18	Addis Ababa, Ethiopia	60	0	\$261,079.08
Bureau for Food Security (BFS) Regional Field Consultation in (Asia and Middle East)	The Regional Consultations provided a valuable opportunity for the field to help shape the Agency's shared vision for food security and resilience moving forward and next steps on USAID's Transformation. In addition. The insight gained from the consultations provided key input to the development of a new field support model and approach.	15-Nov-18	16-Nov-18	Bangkok, Thailand	40	0	\$144,070.23
Private Sector Engagement (PSE) Forum	Building on the success of prior Alliance Builders Fora and the 2015 PSE Forum, this year's event provided participants with the knowledge, tools and peer learning to uphold USAID's commitment to partnering for development, expand its partner base, maximize the value of public-private partnerships. Topics included identifying opportunities for cross-sector partnerships; understanding business drivers and the private sector perspective; procurement approaches for building partnerships; effective models across industries; and measuring impact and effectiveness of cross-sector engagement.	4-Dec-18	6-Dec-18	Washington, DC	110	75	\$196,200.00
Countering Violent Extremism (CVE) Workshop	This event convened USAID field-based practitioners from Asia, Africa, Europe and the Middle East to share lessons on work done to counter the Islamic State in Iraq and Syria (ISIS) and other violent extremist organizations (VEOs). It helped to ensure that field staff have access to the latest research and analysis on this ever-evolving threat and that sufficient cross-Agency sharing informs activity design, education and learning.	18-Dec-18	20-Dec-18	Brussels, Belgium	35	5	\$123,750.00

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
Presidents Malaria Initiative (PMI) Vector Link Project Global Conference	The purpose of the conference was to bring together the implementing partner staff from the 24 PMI Vector Link Project countries, along with PMI Vector Link Project home office staff, to ensure a harmonized technical and operational approach to vector control implementation, for the life of the contract. The conference enabled knowledge sharing to facilitate a better understanding of malaria vector control program approaches across countries in order to effectively maximize USG foreign assistance resources for malaria, assisting countries advance malaria control and elimination.	25-Mar-19	27-Mar-19	Naivasha, Kenya	2	102	\$231,936.00
Global Foreign Service National (FSN) Conference	The conference allowed FSN leaders from around the world to interact with USAID leadership during a time of transformation, hearing directly from leaders their vision of USAID's future and the important role FSNs play in implementing that vision. Participants discussed how they can further the Agency's core development objectives and leverage their relationships with key constituencies. The overall goal was to advance USAID leadership in developing countries paths to self-reliance. Expected outcomes of the conference included: an improved understanding of USAID's Transformation and change management techniques; additional connections between FSN regional representatives and their constituencies; identification of best practices for effective mission FSN Committees; improved communications between regional bureaus and FSNs; and collaborative identification of work plan pillars for the 2019-2020 FSN Advocacy Council.	8-Apr-19	12-Apr-19	Washington, DC	101	0	\$460,188.00
Global Local Works Workshop	The workshop focused on best practices to capture field experiences to benefit the entire Agency.	24-Apr-19	26-Apr-19	Manila, Philippines	32	8	\$133,878.20

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
The Worldwide Effective Partnering and Procurement Reform (EPPR) Summit	The summit was one of the main internal mechanisms to effectively implement the Administrator's goal of leading partner countries on their journey to self-reliance. By redefining how USAID conducts business and engages with implementing partners, the Agency can more successfully execute the job of providing foreign assistance in a transparent, effective, and cost efficient manner. Included in this effort are Agency-wide changes related to Enterprise Risk Management (ERM) and Audit Management.	6-May-19	7-May-19	Arlington, Virginia	429	150	\$354,392.00
Implementing Effective Partnering and Procurement Reform (EPPR) Workshop	Effective Partnering and Procurement Reform (EPPR) was one of the main internal mechanisms for effectively implementing the Administrator's goal of leading partner countries on their journey to self-reliance. By redefining how USAID conducts business and engages with implementing partners, the Agency can more successfully execute the job of providing foreign assistance in a transparent, effective, and cost- efficient manner. Included in this effort are Agency-wide changes related to Enterprise Risk Management (ERM) and Audit Management. The intensive EPPR workshop for the contracting officer and controller backstops included cross-cutting synergies among contract and financial management personnel, as well as separate tracks to engage in more detailed training and discussion regarding the implementation of procurement reform and ERM/audit management. In addition to preparing contracting and financial management personnel for the implementation of EPPR and ERM reforms, the workshop represented a premium opportunity for staff to convene, collaborate, and share best practices.	8-May-19	10-May-19	Arlington, Virginia	429	0	\$496,588.00

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
Power Africa Field Coordination Meeting 2019	The meeting was a key annual event for Power Africa allowing representatives from the field offices to engage with other Power Africa partners to identify annual performance goals and strategize for the next years' work plan on a country-by-country and region-by-region level. It was the only time in the year when Power Africa leadership was able to meet with all of its partners to coordinate and improve the work that Power Africa is doing. These meetings strengthen Power Africa's partnerships and enhance coordination and cooperation with both the private and public sectors involved in increasing energy access in Africa.	20-May-19	24-May-19	Johannesburg, South Africa	109	41	\$253,782.00
Resident Legal Officer (RLO) Conference	The conference provided an opportunity for Washington-based lawyers and RLOs to discuss new Agency and USG priorities under the Transformation, relevant legal issues affecting the Agency, as well as to share lessons learned and best practices to maximize the effectiveness of our lawyers in supporting the Agency's achievement of its mission.	28-May-19	30-May-19	Washington, DC	120	0	\$285,379.00
Africa Mission Economic Growth (EG) Officers Conference	The goal of the conference was to facilitate learning that was critical for Missions as the Agency develops programs to implement the Journey to Self-Reliance (J2SR). Using a collaborating, learning, and adapting (CLA) approach, the conference aimed to strengthen understanding and application of the J2SR Policy in the African context, provide opportunities to reflect on and apply shared learning, and develop a framework to incorporate new Agency strategies and policies into participant's daily work.	10-Jun-19	13-Jun-19	Accra, Ghana	55	0	\$242,583.00

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
Presidents Malaria Initiative (PMI) All Staff Technical Training	<p>The technical training brought together field and headquarter based PMI staff from both USAID and the Center for Disease Control (CDC) to understand and discuss critical technical and policy developments, thus helping to ensure the Agency advances its leadership and sustains and further accelerates country progress in malaria control and elimination. The key outcomes of the training were fluency among staff in the following areas: The United States Government Global Malaria Coordinator's strategic priorities (advancing analytic capabilities, implementing a strategic operational research portfolio, developing standardized training materials for PMI staff, and ensuring strategic global engagement); PMI's technical and operational policies and processes; and capacity building intensification efforts for Ministry of Health staff and other local partners.</p>	10-Jun-19	14-Jun-19	Accra, Ghana	119	52	\$288,733.00
2019 Democracy, Human Rights, and Governance (DRG) Conference	<p>The conference brought together USAID field staff and partner community, USAID's Center of Excellence on Democracy, Human Rights, and Governance (DRG Center) Washington, D.C.-based staff, and U.S. government interagency representatives for collaborative presentations, interactive discussions, and vigorous debates. The conference included breakout sessions designed, led, and attended by USAID staff in the field Missions and Washington D.C, and included USAID partners. The final day consisted of regionally-based meetings co-led with DRG staff in USAID's Regional Bureaus. The topics covered throughout the conference included the relationship between DRG and the Journey to Self-Reliance, transition metrics, DRG global trends, recent DRG research findings, social behavior change, and integrating DRG into other USAID technical areas.</p>	24-Jun-19	27-Jun-19	Washington, DC	170	150	\$362,909.00

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
2019 Global Environment Officers Conference	The conference focused on the proposed Environmental and Natural Resource Management (ENRM) framework in addition to other environment-related topics of importance to USAID. Since USAID's last Global Environment Officers Conference in 2016, much has changed in USAID's overall priorities as well as in U.S Government and international environmental policies. The Agency's Transformation and its new emphasis on emerging environmental concerns, self-reliance, resiliency and engaging the private sector merited a global environment conference to train field and Washington staff on new topics and approaches.	22-Jul-19	26-Jul-19	Washington, DC	150	0	\$458,779.00
2019 African Green Revolution Forum	The forum was a platform for global and African leaders to develop actionable plans that moved African agriculture forward. This year's theme was Grow Digital: Leveraging digital transformation to drive sustainable food systems in Africa.	3-Sep-19	6-Sep-19	Accra, Ghana	26	0	\$214,000.00
Roll Back Malaria (RBM) Social and Behavioral Change Communication (SBCC) Meeting	The meeting empowered partners at the country level to develop, implement, and evaluate effective social and behavior change (SBC) activities to ensure the proper use of treatment and prevention interventions. The group meets annually to allow representatives of donor organizations, host governments, and non-governmental and civil society organizations to share experiences and best practices, take part in skills-building, and identify priority malaria SBC activities for the coming year.	10-Sep-19	12-Sep-19	Maputo, Mozambique	14	116	\$126,018.00
Global Health Leaders Meeting (GHLM)	The meeting convened senior-level health sector staff from all field missions to provide updates on the Agency's Transformation efforts, conduct policy discussions, and engage in regional and mission-specific strategic planning, to include sessions with Agency leadership. The conference was essential to increase communication and enhance knowledge sharing between USAID headquarters, field missions, and countries and across geographic regions.	16-Sep-19	19-Sep-19	Arlington, Virginia	105	0	\$516,923.00

Title	Description	Event Start	Event End	Location	Total USAID Participants	TOTAL OUTSIDE	Estimated Direct Cost
2nd African Global Supply (GS1) Healthcare Conference	This international event offered stakeholders, especially medicine regulators, an unparalleled opportunity to explore the global trend toward greater healthcare supply chain visibility and security. Implementing global standards for product identification and data exchange enable automation in supply chain operations. Enhanced interoperability between health systems will also support the harmonized implementation of national pharmaceuticals, and track and trace systems worldwide. Working together across Africa to achieve better traceability of pharmaceuticals is key to ensuring patients are less exposed to falsified, expired, recalled or otherwise harmful pharmaceuticals and have access to quality, safe and efficacious medicines.	17-Sep-19	19-Sep-19	Lagos, Nigeria	12	335	\$182,676.00
TOTAL					2,432	2,015	\$6,237,460.69

WAIVER SIGNED BY THE AGENCY HEAD TO INCUR EXPENSES EXCEEDING \$500,000 ON A SINGLE CONFERENCE



August 23, 2019

ACTION MEMO FOR ADMINISTRATOR MARK GREEN

FROM: A-AA/GH - Irene Koek

SUBJECT: Waiver for, and Addendum to, the Global Health Leaders' Meeting (GHLM)

Recommendation

That you approve a venue change from the Washington Learning Center (WLC) to the Crystal City Marriott for the GHLM, which will take place in Washington, D.C. on September 16-19, 2019.

Approve MAG Disapprove _____

AUG 26 2019

That you approve the participation of an additional 13 employees in the GHLM.

Approve MAG Disapprove _____

AUG 26 2019

That you approve a cost-increase of \$124,858, which would raise the total costs with salaries and benefits for the GHLM above \$500,000.

AUG 26 2019

Approve MAG Disapprove _____

Background

AUG 26 2019

On April 1, 2019, the Deputy Administrator approved the request from the Bureau for Global Health (GH) request to hold the GHLM (Tab 1). Initial planning estimated the costs for 90 field participants, including Foreign Service Officers [FSOs] and senior Foreign Service National [FSN] health staff at a no-cost venue, the Washington Learning Center (WLC). As a result, the Deputy Administrator approved the meeting with a budget of \$392,065.

This global meeting will focus on ensuring that the field-based health leadership is current with Transformation at the U.S. Agency for International Development (USAID) and the many changes that are taking place in the international health sector. GH seeks approval for use of an additional \$124,858 to cover costs for a venue with increased space capacity and meals and the

opportunity for an additional 13 health staff from the field and 12 from Washington to participate. Meals will only be provided to staff who are on temporary-duty status. Given space limitations at the WLC, even the originally envisioned 90 participants would be quite crowded. In addition, breakout rooms were only available across the street in a contractor's office. The opportunity to breakout rooms in one location and obtain catering service directly from the venue would reduce the logistical challenges for the organizers and improve the overall quality of the sessions.

To support this request, GH sought quotes from three hotels in Crystal City. Only the Crystal City Marriott currently has appropriate space available. Without approval in the coming weeks, GH risks losing this space option.

Authorities

In its role of providing clearance prior to submission to you, the Bureau for Management (M) finds that the planning complies with the policies outlined in Automated Directives Systems (ADS) 580. Consistent with the Mandatory Reference for ADS 580, the participant list is unconfirmed.

Office of Management and Budget (OMB) Circular M-17-08, which amends Circular M-12-12, states that each Department and Agency shall designate an appropriate official to approve estimated spending in excess of \$500,000 on a single conference, who shall note specifically that the expense is the most cost-effective option to achieve a compelling purpose. The designated Department/Agency official must document the basis for any such approval in writing. USAID must report conference expenses on our official website by January 31 of each year. The report must include any instances in which the net expenses for an Agency-sponsored conference exceeded \$500,000, and include a signed waiver from you that identified the exceptional circumstances that necessitated exceeding this threshold.

Resource Implications

The Action Memorandum the Deputy Administrator approved anticipated 92 USAID employees would participate from the field, and that the estimated direct cost for the proposed event would be \$392,065, excluding salaries. (The original Action Memorandum did not reflect the last-minute addition of two attendees from South Sudan on the original Attendance List.)

The revised figures anticipate an additional 13 USAID employees would attend, for a total of 105 USAID employees from the field, and an estimated

additional direct cost of \$124,858, for a total cost of \$516,923, excluding salaries. GH would cover the costs of the conference through a mixture of Program and Operating Expense funds.

Attachments:

- Tab 1 – Revised Estimated Budget for a USAID-Sponsored Conference
- Tab 2 – Cost Detail and Cost-Comparison of Three Potential Sites
- Tab 3 – Revised Attendance List (USAID Employees)
- Tab 4 – Draft Agenda
- Tab 5 – Original Approved Memo
- Tab 6 - Additional Background Information: Illustrative Explanations for Additional GHLM Participants