



USAID
FROM THE AMERICAN PEOPLE



FY 2017 CONFERENCE REPORT

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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 by January 31 of each year. This report provides a summary of expenses incurred by the U.S. Agency for International Development (USAID) for conferences held during fiscal year 2017, 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 conference policy documents the review process for conference expenses, including the following approval requirements:

- The Deputy Administrator must approve estimated expenditures that are greater than \$100,000 up to 500,000 for both internal and external conferences;
- The Assistant Administrator for Management (AA/M) approves expenditures for internal and external conferences with estimated costs of \$100,000 or less; and
- The Administrator must approve expenditures and provide a waiver for estimated expenditures over \$500,000.

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 \$5.8 million during fiscal year 2017. Twenty-nine of these conferences were directly sponsored by USAID with a total estimated cost of \$5 million. A total of 1,747 USAID employees participated in these events, along with 2,763 outside participants. Additionally, 243 USAID employees attended 59 conferences not directly supported by USAID during the reporting period at a total estimated cost of \$729,869. The average cost per participant for all conferences was \$1,914.

USAID sponsored 18 conferences with expenses in excess of \$100,000, 16 of which were technical events that supported the implementation of development programs. Per Memorandum M-17-08, additional information is provided below on these conferences. M-17-08 also requires that agencies publish a waiver signed by the agency head to incur expenses exceeding \$500,000 on a single conference. USAID did not sponsor a conference that exceeded this threshold during Fiscal Year 2017.

**USAID SPONSORED CONFERENCES WITH EXPENSES EXCEEDING \$100,000
FY 2017**

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
Africa Regional Evaluation Summit 2016	4-Oct-16	6-Oct-16	Washington, DC	62	26	\$262,755.31	The purpose of the evaluation summit was to address the challenges experienced by our field-based Monitoring & Evaluation Specialists in their efforts to design, manage, and learn from high quality evaluations.
Office Of U.S. Foreign Disaster Assistance (OFDA) Non-Government Organization (NGO) Partner Consultation	17-Oct-16	18-Oct-16	Washington, DC	70	0	\$186,555.00	The partner consultation enables OFDA to further USAID's objectives by bringing together senior-level staff from the NGO community and OFDA staff to exchange ideas and discuss the challenges and new realities of providing global humanitarian response.
2016 Pan-regional State of The Art (SOTA) Health Technical Training	17-Oct-16	21-Oct-16	Phnom Penh, Cambodia	105	0	\$463,572.26	This meeting brought the latest evidence and guidance to the staff who can respond accordingly from a programming perspective, ensuring that USAID's investment can help bring a maximum return on lives saved. In addition, the SOTA familiarized field staff with new policies and technical directions and resources.
Office Of U.S. Foreign Disaster Assistance (OFDA) Global Annual Meeting	19-Oct-16	21-Oct-16	Washington, DC	244	0	\$211,207.00	The goal of the Global Annual Meeting is to bring together Office Of U.S. Foreign Disaster Assistance (OFDA) field and Washington-based staff to review the effectiveness of program strategies and activities essential to leading the USG in response to disasters and humanitarian assistance worldwide.
Office of Small Disadvantaged Business Utilization (OSDBU) Africa Missions Small Business Conference	1-Nov-16	3-Nov-16	Boksburg, South Africa	80	170	\$286,921.48	The conference was to bridge the gap between the USAID Missions, local businesses, and the U.S. small business community. The conference will serve as an opportunity for Mission program officials to learn about the capabilities of small businesses and ways in which these firms can help USAID achieve its mission.
Higher Education Solutions Network (HESN) Technical Convening (TechCon) 2016	10-Nov-16	12-Nov-16	Cambridge, Massachusetts	50	200	\$245,437.00	The technical convening sparked dynamic conversation and enabled rigorous exploration of impactful, community and partnership-centered global development work focused on innovation and research.
2016 Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA) Office of Transition Initiatives (OTI) Worldwide Management Meeting	16-Nov-16	18-Nov-16	Washington, DC	128	0	\$265,330.00	Staff from the field and Washington met enhance knowledge of Office of Transition Initiatives (OTI) program approaches and best practices across countries and regions, facilitated by strengthening relationships and communication among OTI's globally dispersed community.
Cambodia Climate Smart Agriculture (CSA) Global Learning and Evidence Exchange (GLEE)	4-Dec-16	9-Dec-16	Siem Riep, Cambodia	35	63	\$158,186.00	The GLEE addressed the goals of the Global Alliance for CSA and Executive Order 13677, and deepen the capacity of USAID staff, implementing partners, and host-countries.

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
Gender in Asia: USAID State of the Art Forum	13-Dec-16	16-Dec-16	Bangkok, Thailand	54	3	\$155,927.00	This Forum was a follow-up to the Asia regional gender forum held in 2014, which focused on gender lens investing, networking, and best practices.
12th Annual Infrastructure Workshop 2016	14-Dec-16	16-Dec-16	Washington, DC	60	20	\$102,785.00	This practical and experience-based workshop focused on the professional development of USAID staff that plan, design, manage and oversee infrastructure and construction activities.
Global Health Supply Chain (GHSC) Program Supplier Summit	21-Feb-17	23-Feb-17	Dubai, United Arab Emirates	8	355	\$310,620.00	The purpose of the Supplier Summit was to learn about USAID and Global Health Supply Chain (GHSC) Program priorities, online procurement and ordering systems including hands on registration and training, quality assurance protocols, new and emerging technical requirements.
2017 Africa Region Health Manager's Workshop	28-Feb-17	3-Mar-17	Pretoria, South Africa	107	0	\$346,624.00	The objectives of the workshop were to build skills in leadership and management and provide opportunities to identify strategies to apply and impart those skills at Missions and to update leaders and managers on current Agency initiatives.
The Global Water, Sanitation, and Hygiene (WASH) Workshop	13-Mar-17	17-Mar-17	Johannesburg, South Africa	66	0	\$185,652.28	The workshop provided an opportunity for Missions to learn about the latest developments in the water sector, share learning and best practices from their programs, and build relationships with other WASH practitioners.
Global Learning and Evidence Exchange on Markets	21-Mar-17	24-Mar-17	Bangkok, Thailand	55	20	\$179,986.00	The goal was to develop a consistent understanding and share possible approaches to leveraging market forces and food systems to advance the Global Food Security Strategy (GFSS).
2017 Africa Regional Environmental Assessment Advanced Workshop	27-Mar-17	31-Mar-17	Pretoria, South Africa	34	0	\$163,129.28	The purpose of the environmental assessment workshop was to strengthen the capacity of those USAID staff responsible for implementing the Agency's environmental procedures in their respective Missions in the Africa region.
Institutionalizing Community Health Conference	27-Mar-17	30-Mar-17	Johannesburg, South Africa	55	203	\$208,485.00	The purpose of the conference was to bring together ministries of health and social affairs, civil society leaders, policymakers, practitioners, private sector, bilaterals, multilaterals, and researchers.
Feed the Future (FTF) Global Learning and Evidence Exchange (GLEE) on Market Systems	5-Jun-17	10-Jun-17	Dakar, Senegal	55	40	\$171,142.00	The goal of the Global Learning and Evidence Exchange is to develop a common understanding and share approaches to leveraging market forces and food systems to advance the Global Food Security Strategy.
Acting on the Call: Overcoming Critical Barriers to Maternal and Child Survival	24-Aug-17	25-Aug-17	Addis Ababa, Ethiopia	29	371	\$286,860.00	The event was designed to celebrate progress to date; share best practices, lessons learned, and challenges; and identify the key actions that are required to achieve the globally agreed upon Sustainable Development Goals (SDG) 2030 targets.

