

## USAID/Ukraine - Virtual IP Meeting: February 21, 2022

### Questions from Implementing Partners:

1. Q: Is there an update to RCO letter Guidance issued on January 25 in terms of evacuation costs for US citizens and expats? Q: The Jan 25 guidance expires in 30 days which is this week, is an extension likely?

R: [Note: responded to during the meeting.] On February 23, 2022, the Mission Director authorized a 30-day extension (through March 23, 2022) to the authorities highlighted in the January 25, 2022 guidance to partners related to US/TCN personnel. On February 26, 2022, USAID issued the RCO Letter Guidance Update related to CCN personnel which is authorized for an initial period through March 26, 2022. Please refer to this updated letter for current authorizations.

2. Q: Is there any guidance regarding IP laptops and mobiles held by staff in Ukraine?

R: [Note: responded to during the meeting.] Implementing Partners should keep possession of their laptops and mobile phones. If employees need to keep their laptops and mobile phones in order to keep working remotely, they should continue to do so. Please maintain the possession and security of your laptops and mobile phones.

3. Q: For upcoming survey, if we implement more than one project, what is USAID preference - us combining answers and fill one survey or do it separately for each Activity (project).

R: [Note: responded to during the meeting.] Implementing partners should complete the survey on a per-activity basis. The purpose of the survey is to provide options to IPs for security contingency planning. Information will be gathered in an effort to create a larger incident report, to be shared across the IP security apparatus, and to reach out to those directly affected in threat areas.

4. Q: Are we to send organizational security plans to PLSO for approval or guidance/review only? Would PLSO like to take a look at sub-partners' security plans as well?

R: [Note: responded to during the meeting.] PLSO is non-prescriptive regarding security plan review. USAID uses best practices for review and feedback of security plans. PLSO will make its best effort to review IP security plans and, if requested, sub-partner security

plans in a timely manner; these security plans, in aggregate, help to inform the best practices. Please work with your COR/AOR to submit security plans for review.

5. Q: You mentioned USAID is scrubbing names / companies from public facing documents. Should individual activities be doing this with our FB pages and other public facing communication mediums? Should we recommend field staff and partners to remove information of their connection with USAID/ US Embassy from their private FB pages, Instagram , etc.? It would be helpful for USAID to send written guidance about scrubbing personally identifiable information from our program website and social media channels.

R: [Note: responded to during the meeting.] USAID is scrubbing information that could potentially identify specific individuals, including names and locations (for example, USAID “Success Stories”). Please note that USAID is archiving its potentially sensitive identifying information, with the intent to repost in the future when the situation has improved and we advise IPs to similarly prepare to repost in the future.

To reiterate the RCO request issued to implementing partners on February 25, 2022: USAID is asking you to please review any public-facing digital content including web and social media regarding Ukraine that may have personal identifiable information (PII). Please remove and archive any PII related to Ukrainian citizens or organizations from your websites and social media channels. If you need to delete posts entirely, take a screenshot of the post, place the screenshot in a folder labeled “Archive 2.24.22 Ukraine,” and share the folder with USAID upon project closeout. If you have any questions, please contact [IndustryLiaison@usaid.gov](mailto:IndustryLiaison@usaid.gov).

6. Q: Should we consider removing USAID logos from branded equipment of at risk grantees or other stakeholders? Should our Subcontractors and Grantees stop using USAID logo on their activities advertisements?

R: [Note: responded to during the meeting.] USAID/Ukraine does not have a blanket waiver and/or regional or countrywide determination regarding marking and branding at this time. ADS 320 permits waivers regarding marking and branding, including in consideration of safety or security concerns. If there is a specific concern and/or need for clarity regarding your program-specific marking and branding plan, we advise you to immediately contact your AOR/COR or AO/CO.

In recognition of safety and security concerns, if an Implementing Partner submits a request for a branding and marking waiver, while pending approval, they DO NOT have

to abide by marking requirements. Until directed otherwise by the cognizant CO/AO, Implement Partners should act as though the submitted waiver has been approved.

7. Q: As for personal data. In 2014, less than a month (after the chat occupation of cities), the groups had all the data on tax payments (I was personally called about this). These databases contain all the necessary information to identify people. Do we need to communicate this with our partners and grantees?

R: We recommend that IPs discuss any potential risks and/or vulnerable sources of personally identifiable information and create a mitigation plan to reduce this risk wherever possible with partners and grantees.

8. What type of support is available to individuals and businesses that become targets due to their cooperation with USAID?

R: [Note: responded to during the meeting.] As each situation may be fact specific, please send requests for assistance to your AOR/COR.

9. Q: If people in the field receive some information regarding safety issues that is not 100% reliable, but might be important - is there any way to report it without risks of wreaking havoc?

R: Yes. If you experience any sort of safety issue, please report this immediately to the AOR/COR and [plso.ukraine@usaid.gov](mailto:plso.ukraine@usaid.gov) with as much information as possible. USAID, both at the Mission level and interagency level will analyze, scrub, and verify all safety information we receive and recognize that there is a value for us to understand what is being encountered and discussed on the ground. We would not advise broadcasting unsubstantiated information to employees, IPs, or other parties until you are certain of its veracity.

10. Q: Does the current conversation on CCN relocation costs include employee's dependents, or just the employee?

R: Please refer to the USAID RCO Letter Guidance Update, dated February 26, 2022, concerning current authorizations and administrative approvals regarding local (Cooperating Country National (CCN)) staff. Relocation allowances are not part of the authorizations. We do allow reimbursement of travel and transportation costs as well as the travel allowance for CCN employees who are traveling from their official residence.

11. Q: What specific info would be helpful for the AO to respond to a request to relocate an Activity's office, if the IP feels that becomes necessary?

R: Please notify the COR/AOR and CO/AO if the current situation and government advisories have impacted the terms and conditions of an award. Requests should include specific rationale for any proposed changes, as much detail as practicable about the proposed changes, and what, if any, impact these changes will have on the terms and conditions of the respective award or grant.

12. Q: Regarding Q&A #7 from 16 February about salary advances, we took note of the recommendation. One of the challenges we have encountered is that, while our legal counsel believes it is possible to provide such advances, the entity through which our HR is based does not agree. Therefore, we are prevented from moving forward with it. A number of other IPs face that as well.

R: [Note: responded to during the meeting.] As noted in the response to question #7 of the 16 February Town Hall meeting, IPs must seek the advice from local legal counsel in order to formalize salary advances. We recognize that this may not be an option available to all IPs. Please refer to the USAID RCO Letter Guidance Update, dated February 26, 2022, regarding additional reimbursement options for expenses and allowances.

**Questions received after the February 21, 2022 Virtual IP Meeting:**

13. Q: Can USAID provide any assistance to either exempt Ukrainians from conscription or at least to ensure it is postponed?

R: USAID is not currently in a position to advocate on the behalf of our implementing partners in matters related to military conscription. We highly encourage you to work with your contacts within the GOU to seek relief. As you may already know, there are two possible exceptions from military conscription.

- Law on mobilization (Article 23) "disabled people". Needs determination of military medical commission and good for up to six months. Irina doubts this process is realistic now.
- "Reserve". Reserve covers people who are reserved for the period of mobilization and wartime for public authorities, other state bodies, local governments, as well as for enterprises, institutions and organizations in the manner prescribed by the Cabinet of Ministers of Ukraine. The Cabmin procedure is for official use only, so we don't have access to it or how they determine who qualifies as reserve.

14. Q: Following up to the February 26, 2022 RCO Guidance letter, are our CCN employees who remain in Kyiv (or their official residence) eligible for the Travel Allowances of \$67 per day?

R: No. The reimbursement of Travel Differentials and Allowances costs are for employees who are traveling from the official residence.

15. Q: If our male employees get conscripted into military service, can we continue to include them on our invoices and will you reimburse their full salaries?

R: USAID/Ukraine considers this to be 'military leave' and, consistent with your organization's policies, the employee can be placed on paid leave and can retain their regular salary.