eConference Tracking and Approval System (eCTAS)

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: eCTAS

Managing Office: A/AID

Date PIA Completed: January 11, 2013

OVERVIEW

The eConference Tracking and Approval System (eCTAS) is a web-based application to manage conference planning and attendance.   The system captures information required to approve USAID sponsored conferences, as well as requests for USAID employees to attend external conferences. The eCTAS also captures the information needed to develop annual reports on the Agency's conference activities in accordance with OMB Memorandum 12-12.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

[No response provided in the original PIA.]

INFORMATION COLLECTION (WHAT)

The system collects the name and USAID email address of individuals requesting approval to attend conferences**.**

INFORMATION COLLECTION (WHY)

The information is used to obtain approval for conference attendance and to report on USAID conference activities. The external reporting does not include the names or e-mail addresses of employees who attended conferences during the year.

AGENCY INTENDED USE

The information is used to obtain approval for conference attendance and to report on USAID conference activities. The external reporting does not include the names or e-mail addresses of employees who attended conferences during the year.

INFORMATION SHARING

The information is shared with the conference support team in the Management Bureau (Michael McBroom and Sandra Malone-Gilmer) and the approving official in A/AID. In

addition, employees requesting approval in eCTAS can access the names of others who have requested approval to attend the same conference.

NOTICE OF OPPORTUNITIES FOR CONSENT

In accordance with USAID policy, employees are required to request approval to attend conferences that meet specific criteria by entering information in the eCTAS.

INFORMATION SECURITY

The system is housed on the USAID intranet

SYSTEM OF RECORDS NOTICE (SORN)

No. Information cannot be retrieved by name or a unique personal identifier. The only personal identifier captured in the system is the USAID e-mail address.