



March 16, 2020

ACTION MEMORANDUM FOR DEPUTY ADMINISTRATOR BONNIE GLICK

FROM: AA/M—Fred Nutt

SUBJECT: Annual Conference Report for Fiscal Year (FY) 2019

Recommendation

1. That you approve the Annual Conference Report for FY 2019 for submission to the Office of Inspector General (OIG) (Tab 1).

Approve Bonnie Glick Disapprove _____

MAR 17 2020

2. That you approve the posting of the Annual Conference Report for FY 2019 on the external website, as directed by the Office of Management and Budget (OMB) (Tab 2).

Approve Bonnie Glick Disapprove _____

MAR 17 2020

Background

Section 739 of Division E of the Consolidated Appropriations Act of 2019 requires that Federal Departments and Agencies submit annual reports to the OIG regarding the costs and contracting procedures of conferences that exceed \$100,000. The report details direct costs such as travel expenses for staff from the U.S. Agency for International Development (USAID), fees for venues and facilitators, meals and refreshments, and computer/audiovisual and printing expenses. In FY 2019, USAID hosted 23 conferences whose expenses exceeded \$100,000, for a total estimated direct cost of \$6.2 million dollars.

OMB Memorandum M-17-08, which amended Memorandum M-12-12, Promoting Efficient Spending to Support Agency Operations, outlines a series of policies and practices regarding conferences. The Memorandum directs Federal Departments and Agencies to report conference expenses by January 31 of each year.

This report contains a table of internally sponsored events that exceed \$100,000, along with a general report on conference expenses overall. USAID incurred total estimated costs of \$8.3 million on all conference activities (internally and externally sponsored) in FY 2019, a 42-percent increase over the \$4.8 million in conference expenditures reported in FY 2018.

Authorities

Pursuant to Chapter 101.3.1.1 of the Automated Directives System (ADS), as the Chief Operating Officer (COO) you have the authority to approve annual conference reports, because the COO "is the Senior Accountable Official responsible for leading performance and management reform efforts and for reducing wasteful or ineffective programs, policies, and procedures."

Resource Implications

There are no resource implications associated with these recommendations.

Attachments

Tab 1—Annual Conference Report to the OIG for FY 2019

Tab 2—Posting of the Annual Conference Report for FY 2019 on
USAID's External Website



USAID
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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 (FY) 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 FY 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 FY 2019. USAID directly sponsored 43 of these conferences, 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 FY 2019.

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

Title	Description	Event Start	Event End	Location	Total USAID Participants
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
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
Bureau for Food Security (BFS) Regional Consultation (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. 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
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

<p>Bureau for Food Security (BFS) Regional Consultation (East and Southern Africa)</p>	<p>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.</p>	<p>5-Nov-18</p>	<p>6-Nov-18</p>	<p>Addis Ababa, Ethiopia</p>	<p>60</p>
<p>Bureau for Food Security (BFS) Regional Field Consultation (Asia and Middle East)</p>	<p>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. The insight gained from the consultations provided key input to the development of a new field-support model and approach.</p>	<p>15-Nov-18</p>	<p>16-Nov-18</p>	<p>Bangkok, Thailand</p>	<p>40</p>
<p>Private Sector Engagement (PSE) Forum</p>	<p>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, and 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.</p>	<p>4-Dec-18</p>	<p>6-Dec-18</p>	<p>Washington, D.C.</p>	<p>110</p>
<p>Countering Violent Extremism (CVE) Workshop</p>	<p>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</p>	<p>18-Dec-18</p>	<p>20-Dec-18</p>	<p>Brussels, Belgium</p>	<p>35</p>

	<p>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.</p>				
<p>Presidents Malaria Initiative (PMI) Vector Link Project Global Conference</p>	<p>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 to maximize USG foreign assistance resources effectively for malaria, assisting countries advance malaria control and elimination.</p>	<p>25-Mar-19</p>	<p>27-Mar-19</p>	<p>Naivasha, Kenya</p>	<p>2</p>
<p>Global Foreign Service National (FSN) Conference</p>	<p>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</p>	<p>8-Apr-19</p>	<p>12-Apr-19</p>	<p>Washington, D.C.</p>	<p>101</p>

	plan pillars for the 2019–2020 FSN Advocacy Council.				
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
The Worldwide Effective Partnering and Procurement Reform (EPPR) Summit	The summit was one of the main internal mechanisms to implement the Administrator's goal effectively of leading partner countries on their Journeys 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
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 Journeys 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	8-May-19	10-May-19	Arlington, Virginia	429

	reforms, the workshop represented a premium opportunity for staff to convene, collaborate, and share best practices.				
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
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, D.C.	120
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

<p>Presidents Malaria Initiative (PMI) All Staff Technical Training</p>	<p>The technical training brought together field- and headquarters-based PMI staff from both USAID and the Centers for Disease Control and Prevention (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 U.S. 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>	<p>10-Jun-19</p>	<p>14-Jun-19</p>	<p>Accra, Ghana</p>	<p>119</p>
<p>2019 Democracy, Human Rights, and Governance (DRG) Conference</p>	<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</p>	<p>24-Jun-19</p>	<p>27-Jun-19</p>	<p>Washington, D.C.</p>	<p>170</p>

	behavior change, and integrating DRG into other USAID technical areas.				
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, D.C.	150
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
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

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
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 health care 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 high-quality, safe, and efficacious medicines.	17-Sep-19	19-Sep-19	Lagos, Nigeria	12
TOTAL					2,432

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



USAID
FROM THE AMERICAN PEOPLE

August 23, 2019

ACTION MEMO FOR ADMINISTRATOR MARK GREEN

FROM: A-AA/GH - Irene Koeke

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^e Disapprove _____

AUG 26 2019

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

Approve MAG Disapprove _____ e

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

Tab 1 – Annual Conference Report to the Office of Inspector General (OIG) for Fiscal Year 2019

**U.S. Agency for International Development
ANNUAL CONFERENCE REPORT*
FISCAL YEAR 2019**

Title	Event Start	Event End	Description	Total Participants	Travel / Per Diem	Venue	Facilitator	Food / Beverage	Computer Telephone	Printing	Other**	Estimated Direct Cost
Bureau for Food Security (BFS) Regional Field Consultation (Latin America and the Caribbean)	10-Oct-18	11-Oct-18	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. The insight gained from the consultations provided key input to the development of a new field-support model and approach and Missions' needs for technical support, coordination, and alignment across sectors.	40	\$59,290	\$10,600	\$34,442	\$15,600	\$0	\$500	\$0	\$120,432
Central Asia Trade Forum (CATF)	17-Oct-18	18-Oct-18	The annual forum is a flagship trade event of USAID/Central Asia's Competitiveness, Trade, and Jobs (CTJ) activity.	1000	\$20,366	\$20,178	\$0	\$57,000	\$0	\$7,500	\$128,964	\$234,008
BFS Regional Consultation (West and Central Africa)	24-Oct-18	25-Oct-18	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. The insight gained from the consultations provided key input to the development of a new	40	\$89,500	\$3,500	\$44,838	\$8,520	\$0	\$1,000	\$0	\$147,358

			field-support model and approach and Missions' needs for technical support, coordination, and alignment across sectors..									
USAID Mission Directors' Conference	30-Oct-18	1-Nov-18	The conference provided an opportunity for the Agency's senior leadership to emphasize the Administrator's priorities and vision for Mission Directors and ensure unified messaging on Transformation, budget, and USAID's programmatic focus moving forward.	215	\$356,050	\$0	\$10,000	\$8,553	\$18,697	\$0	\$8,500	\$401,800
BFS Regional Consultation (East and Southern Africa)	5-Nov-18	6-Nov-18	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. The insight gained from the consultations provided key input to the development of a new field-support model and approach and Missions' needs for technical support, coordination, and alignment across sectors.	60	\$206,280	\$2,000	\$46,039	\$5,760	\$0	\$1,000	\$0	\$261,079
BFS Regional Field Consultation (Asia and Middle East)	15-Nov-18	16-Nov-18	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. The insight gained from the consultations provided key input to the	40	\$85,060	\$0	\$55,770	\$2,240	\$0	\$1,000	\$0	\$144,070

			development of a new field-support model and approach and Missions' needs for technical support, coordination, and alignment across sectors.									
Private-Sector Engagement (PSE) Forum	4-Dec-18	6-Dec-18	The event provided participants with the knowledge, tools, and peer learning to uphold USAID's commitment to enterprise-led development, expand the partner base, and maximize the value of public-private partnerships.	185	\$116,200	\$44,000	\$4,000	\$10,000	\$0	\$6,000	\$16,000	\$196,200
Workshop on Countering Violent Extremism (CVE)	18-Dec-18	20-Dec-18	This event convened USAID field-based practitioners from Asia, Africa, Europe, and the Middle East to share lessons on work done to counter the so-called Islamic State in Iraq and Syria (ISIS) and other violent extremist organizations (VEOs).	40	\$113,750	\$0	\$10,000	\$0	\$0	\$0	\$0	\$123,750
President's Malaria Initiative (PMI) Vector Link Project Global Conference	25-Mar-19	27-Mar-19	The purpose of the conference was to bring together the staff of implementing partners from the 24 countries in the PMI Vector Link Project, along with staff from the PMI Vector Link Project's home office, to ensure a harmonized technical and operational approach to vector-control, for the life of the contract.	104	\$5,936	\$11,400	\$0	\$0	\$0	\$0	\$214,600	\$231,936

Global Conference for USAID's Foreign Service Nationals (FSNs)	8-Apr-19	12-Apr-19	The conference allowed FSN leaders from around the world to interact with USAID's leadership during a time of Transformation, and hear directly from leaders their vision of USAID's future and the important role FSNs play in implementing that vision.	101	\$386,212	\$0	\$55,352	\$12,864	\$0	\$500	\$5,260	\$460,188
Global Local Works Workshop	24-Apr-19	26-Apr-19	The workshop focused on best practices to capture field experiences with local partners to benefit the entire Agency.	40	\$89,013	\$17,135	\$19,651	\$2,579	\$2,000	\$2,000	\$1,500	\$133,878
The Worldwide Summit on Effective Partnering and Procurement Reform (EPPR)	6-May-19	7-May-19	The Summit was one of the main internal mechanisms to implement the Administrator's goal of leading communities in our partner countries on their Journeys to Self-Reliance. By redefining how USAID conducts business and engages with implementing partners, the Agency can execute more successfully the job of providing foreign assistance in a transparent, effective, and cost-efficient manner.	579	\$272,943	\$10,000	\$0	\$33,660	\$0	\$200	\$37,589	\$354,392
Workshop on EPPR	8-May-19	10-May-19	The intensive EPPR workshop for Contracting/Agreement Officers and Controllers included cross-cutting synergies among contract and financial-management personnel as needed, as well as separate tracks to engage in more detailed training and discussion to implement procurement reform and ERM/audit-management.	429	\$409,415	\$15,000	\$0	\$50,490	\$21,383	\$0	\$300	\$496,588

Power Africa Field Coordination Meeting 2019	20-May-19	24-May-19	The meeting was a key annual event for Power Africa, because it allowed representatives from U.S. Embassies and USAID Missions and field offices to engage with other Power Africa partners to identify annual performance goals and strategize for the next year's work plan on a country-by-country and region-by-region level.	150	\$218,400	\$29,882	\$0	\$0	\$500	\$0	\$5,000	\$253,782
Conference for Resident Legal Officers (RLOs)	28-May-19	30-May-19	The conference provided an opportunity for Washington-based lawyers and RLOs to discuss new Agency and U.S. Government priorities under USAID's Transformation, relevant legal issues that affect 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.	120	\$252,042	\$15,345	\$0	\$11,880	\$0	\$0	\$6,112	\$285,379
Conference of Economic Growth (EG) Officers from USAID's African Mission	10-Jun-19	13-Jun-19	The goal of the conference was to facilitate learning critical for Missions as the Agency develops programs to implement the Journey to Self-Reliance (J2SR). Using an approach focused on collaborating, learning, and adapting (CLA), the conference strengthened understanding and application of the J2SR Policy in the African context; provided opportunities to reflect on, and apply, shared learnings; and developed a	55	\$198,303	\$5,000	\$28,368	\$7,312	\$1,500	\$100	\$2,000	\$242,583

			framework to incorporate the Agency's strategies and policies into participants' daily work.									
PMI All-Staff Technical Training	10-Jun-19	14-Jun-19	This technical training brought together field- and headquarters-based PMI staff from both USAID and the Centers for Disease Control and Prevention (CDC) within the U.S. Department of Health and Human Services (HHS) to understand and discuss critical technical and policy developments, to help ensure the Agency advances its leadership and sustains and further accelerates country progress in controlling and eliminating malaria.	171	\$160,483	\$59,225	\$0	\$21,525	\$2,000	\$2,000	\$43,500	\$288,733
2019 Conference on Democracy, Human Rights, and Governance (DRG)	24-Jun-19	27-Jun-19	The conference brought together USAID's field staff; USAID's partner community; Washington, D.C.-based staff from USAID's Center of Excellence on Democracy, Human Rights, and Governance (DRG Center); and U.S. Government interagency representatives. The agenda included collaborative presentations, interactive discussions, and vigorous debates.	320	\$277,720	\$22,890	\$0	\$23,180	\$38,119	\$1,000	\$0	\$362,909
2019 Global Conference of USAID Environment Officers	22-Jul-19	26-Jul-19	The conference focused on the proposed Framework for Environmental and Natural-Resource Management (ENRM), in addition to other environment-related topics of importance to USAID. Since	150	\$327,400	\$51,350	\$5,000	\$35,000	\$0	\$2,000	\$38,029	\$458,779

			USAID's last Global Conference of Environment Officers in 2016, much has changed in USAID's overall priorities, as well as in U.S Government and international environmental policies.									
2019 African Green Revolution Forum	3-Sep-19	6-Sep-19	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.	26	\$64,000	\$0	\$0	\$0	\$0	\$0	\$150,000	\$214,000
Roll Back Malaria (RBM) Meeting on Social and Behavioral-Change Communication (SBCC)	10-Sep-19	12-Sep-19	The meeting empowered partners at the country level to develop, implement, and evaluate effective SBCC activities to ensure the proper use of treatment and prevention interventions.	130	\$29,470	\$2,167	\$9,492	\$19,329	\$0	\$0	\$65,560	\$126,018
USAID Global Health Leaders' Meeting (GHLM)	16-Sep-19	19-Sep-19	The meeting convened senior-level health-sector staff from USAID's field Missions to provide updates on the Agency's Transformation efforts; conduct policy discussions; and engage in regional and Mission-specific strategic planning, including with the Agency's leadership.	105	\$393,872	\$25,490	\$48,340	\$38,640	\$0	\$750	\$9,831	\$516,923
2nd African Global Supply (GS1) Healthcare Conference	17-Sep-19	19-Sep-19	This international event offered stakeholders, especially medicine regulators, an unparalleled opportunity to explore the global trend toward greater visibility and security for the	347	\$80,135	\$20,779	\$0	\$43,866	\$0	\$0	\$37,896	\$182,676

		health-care supply-chain. Implementing global standards for product-identification and data-exchange will enable automation in supply-chain operations.										
TOTAL			4,447	\$4,211,840	\$365,941	\$371,292	\$407,998	\$84,199	\$25,550	\$770,641	\$6,237,461	

*This report responds to the Consolidated and Further Continuing Appropriations Act of 2019. It includes information on USAID-sponsored conferences held during Fiscal Year 2019 for which the cost was more than \$100,000. It does not capture expenditures for all USAID-sponsored conferences. Conference organizers work with the responsible USAID Contracting Officer or purchasing official to ensure all procurements related to a large meeting are in compliance with the Federal Acquisition Regulation (FAR). A USAID Operating Unit (OU) must conduct a cost-comparison for a minimum of three potential venues, one of which must be a U.S. Government (USG) facility, if available. The OU must provide a justification if it does not select the lowest-cost facility. The cost-comparison is not required if a suitable USG facility is available at no cost. In accordance with USAID's policy, an OU must document all direct and indirect costs paid by USAID, whether directly or reimbursed to travelers or others associated with the conference. In addition, the OU must justify expenditures on a conference based on one or more of the following criteria: (1) the event must further one of the Agency's core development objectives; (2) the event furthers relationships with key constituency (Congress, the USG interagency, the American public); (3) the event advances leadership in the development community; (4) the event responds to Congressional mandates or supports Federal compliance requirements; and/or, (5) the event provides critical training that is relevant to an employee's work.

**Other costs include expenses for speakers and host-government officials and other participating foreign dignitaries, including invitational travel costs, shuttle service, etc.