Fiscal Year 2013 Conference Report

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FISCAL YEAR 2013 (FY 13) CONFERENCE REPORT

The Office of Management and Budget (OMB) Memorandum M-12-12, *Promoting Efficient Spending to Support Agency Operations,* directed agencies to report conference expenses for the previous fiscal year on their public websites beginning January 31, 2013. This report provides a summary of expenses incurred by the U.S. Agency for International Development (USAID) for conferences held during fiscal year 2013.

In April 2012, USAID launched a centralized, web-based conference approval and tracking system. The system captures requests for conference approvals from Washington offices and missions worldwide, and facilitates senior management review and approval of conference expenditures.

USAID has implemented comprehensive policies and other controls to mitigate the risk of inappropriate spending on conferences. A chapter on conference planning and attendance was incorporated into Agency operational policy in the Automated Directives System (ADS), 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 Chief Operating Officer approves estimated expenditures up to $100,000;
- The Associate Administrator must approve estimated expenditures between $100,000 and $500,000; 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 $6.3 million during fiscal year 2013. Forty-one of these conferences were directly sponsored by USAID with a total estimated cost of $5.5 million. A total of 2,200 USAID employees participated in these events, along with 3,695 outside participants. Additionally, 229 USAID employees attended 76 conferences not directly supported by USAID during the reporting period at a total estimated cost of $740,000. The average cost per participant for all conferences was $1,028.

USAID sponsored 17 conferences with expenses in excess of $100,000. Per Memorandum M-12-12, additional information is provided on these conferences in the annex. M-12-12 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 any conferences that exceeded this threshold during fiscal year 2013.

Annex:

USAID-Sponsored Conferences with Expenses Exceeding $100,000

USAID-SPONSORED CONFERENCES WITH EXPENSES EXCEEDING $100,000*

October 2012 – September 2013

Title	Event Start	Event End	Location	USAID Attendees	Outside Participants	Event Cost	Description
Latin America and the Caribbean (LAC) Regional Feed the Future (FTF) Workshop	10/1/2012	10/5/2012	Miami, FL	47	19	$153,922.00	The purpose of the FTF Regional Training Workshop was to bring together Missions to take stock of emerging and continuing issues relevant to FTF program planning / implementation, monitoring, and evaluation.
Regional Legal Advisor (RLA) Conference	10/15/2012	10/18/2012	Crystal City, VA	108	0	$133,131.00	The RLA Conference provided an opportunity for our General Council (GC) and RLA's to discuss relevant legal issues affecting the Agency as well as to share lessons learned and best practices.
East Africa Feed the Future (FTF) Workshop	10/15/2012	10/19/2012	Kampala, Uganda	56	22	$177,294.00	The purpose of the FTF regional workshop was to bring together missions to take stock of emerging and continuing issues relevant to FTF program planning / implementation, monitoring and evaluation.
Asia Regional Feed the Future (FTF) Workshop	10/15/2012	10/19/2012	Bangkok, Thailand	65	11	$188,415.00	The purpose of the FTF regional workshop was to bring together missions to take stock of emerging and continuing issues relevant to FTF program planning / implementation, monitoring and evaluation.
South Africa Regional Feed the Future (FTF) Workshop	10/22/2012	10/26/2012	Sommerschield Maputo, Mozambique	38	27	$184,064.00	The purpose of the FTF regional workshop was to bring together missions to take stock of emerging and continuing issues relevant to FTF program planning / implementation, monitoring and evaluation.
USAID Food for Peace Global Retreat	10/22/2012	10/25/2012	Arlington, VA	110	0	$318,640.00	This event was to assist the Agency in improving, monitoring, and evaluating the effectiveness of food assistance programs.

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Title	Event Start	Event End	Location	USAID Attendees	Outside Participants	Event Cost	Description
West Africa Feed the Future Regional Workshop	10/29/2012	11/2/2012	Dakar, Senegal	55	29	$232,504.00	The purpose of the FTF regional workshop was to bring together missions to take stock of emerging and continuing issues relevant to FTF program planning / implementation, monitoring and evaluation.
Nutrition Global Learning and Evidence Exchange (GLEE) Kampala, Uganda	12/10/2012	12/12/2012	Kampala, Uganda	65	54	$262,744.00	The purpose of the Nutrition GLEE in Kampala was to bring together Mission staff responsible for design and oversight of FTF programming along with implementing partners and other technical experts to discuss strategies, evidence and implementation frameworks for achieving reduced rates of under-nutrition through "nutrition-sensitive" agriculture programs, and or other innovative approaches to nutrition and agriculture interventions— including co-location and direct integration.
President's Malaria Initiative (PMI) All-Staff Retreat	2/4/2013	2/8/2013	Arusha, Tanzania	91	25	$271,546.00	The retreat provided an opportunity for all PMI staff to learn about critical technical and policy updates, thus ensuring all PMI team members are implementing the latest evidence-based program approaches as well as the Agency's strategic and management priorities.
2013 Office of Transition Initiatives (OTI) Worldwide Monitoring and Evaluation (M&E) Training	3/25/2013	3/28/2013	Istanbul, Turkey	32	30	$128,069.00	The purpose of the M&E training was to improve transition programming by focusing on our global experiences in M&E and operations more generally in non-permissive environments.

Title	Event Start	Event End	Location	USAID Attendees	Outside Participants	Event Cost	Description
Agriculture Policy Exchange and Learning Event	5/13/2013	5/16/2013	Dakar, Senegal	14	97	$183,445.00	The African Union and multi-donor food security Policy Exchange and Learning Event brought together participants to: 1) share country examples of systemic policy constraints that are preventing the achievement of the goals and targets of national agriculture and food security investment plans; 2) explore lessons, experiences, and evidence that countries can use to overcome these constraints; and, 3) initiate a country action planning process (to be completed after the event) that will lead to a sustained, robust policy system in each country.
Gender Global Learning and Evidence Exchange (Gender GLEE)	5/22/2013	5/24/2013	District of Columbia	55	87	$370,385.00	The Gender GLEE was a series of events intended to build the capacity of staff involved in Feed the Future (FTF) to fully integrate gender integration principles and practices into their FTF activities and programs.
Advancing Combination Prevention in Generalized HIV Epidemics in the 12 Highest Prevalence Countries for 2014	6/11/2013	6/13/2013	Johannesburg, South Africa	20	50	$112,018.00	The meeting of USG field teams from the 12 highest prevalence countries (all in Southern and East Africa) was to report on progress and challenges in making these programmatic shifts and share promising strategies and brainstorm solutions to overcome key challenges in implementing best practice prevention programs. The immediate outcome was the development of country-specific road maps for strengthening prevention efforts in Country Operational Plans for 2014.

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Title	Event Start	Event End	Location	USAID Attendees	Outside Participants	Event Cost	Description
Democracy and Governance (DRG) Officers Workshop	6/24/2013	6/28/2013	District of Columbia	130	0	$247,500.00	The DRG Officers Workshop was an annual event that trains the Field and Washington based DRG offices in cutting edge development approaches to program design, implementation, monitoring and evaluation as well as discussions on the Agency's new policies and initiatives.
2013 Alliance Builders Forum	7/15/2013	7/17/2013	District of Columbia	75	45	$149,014.00	The Forum was designed to provide participants with better knowledge, tools, and peer networks to help Missions meet the USAID Forward Public-Private Partnership (PPP) targets, expand the Agency's partner base, and maximize the value of public-private partnerships in support of USAID's priority initiatives and core development objectives.
2013 Education Evidence Summit	8/5/2013	8/8/2013	District of Columbia	120	280	$323,270.00	The summit was the bi-annual USAID education training event where Education staff, partners, implementers and others come together to confirm the progress toward the USAID Education Strategy, understand the practical state of the field, best practices and delivery to ensure USAID meets its education goals, additionally, the training will look at State of the Art and best practices in the field of Education relevant to the USAID Strategy.
68th UN General Assembly	9/21/2013	9/29/2013	New York, NY	72	0	$212,717.00	The annual UN General Assembly (UNGA) meetings represent one of the best opportunities during the year for the Agency to engage the international community, demonstrate USAID leadership on global challenges, and promote USG positions and USAID priorities with the development partners.
Count: 17				1153	776	$3,648,678.00	

*The USAID Office of the Inspector General Report is provided at oig.usaid.gov.

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