



USAID
FROM THE AMERICAN PEOPLE

FISCAL YEAR 2015 CONFERENCE REPORT





Table of Contents

Overview of Conference Expenses	1
USAID-Sponsored Conferences with Expenses Exceeding \$100,000	2
<p>Together for Action: Partnerships for Youth Crime and Violence Prevention</p> <p>Higher Education Solutions Network (HESN) Technical Convening (TechCon) 2014</p> <p>Women's Participation in Local Governance Workshop</p> <p>USAID Southern Africa Local Systems Experience Summit</p> <p>State of the Art (SOTA) Health Technical and Managers' Workshop in Asia</p> <p>Tenth Annual Infrastructure Workshop</p> <p>The Bureau for Latin America and Caribbean (LAC) Local Solutions Evidence Summit and Program Officers Meeting</p> <p>The Bureau for Management (M) Worldwide Summit</p> <p>The Bureau for Management (M) Global Backstop Workshop</p> <p>Scaling for Impact: Improving Lives Through a Systems Approach</p> <p>Africa Regional Environmental Compliance and Environmentally Sound Design and Management (ESDM) Workshop</p> <p>Democracy, Human Rights and Governance (DRG) Impact Evaluation Learning Clinic</p> <p>Regional Feed the Future (FtF) and Trade Africa Meeting</p> <p>USAID Regional Science, Technology, Innovation, and Partnership (STIP) PERU Conference</p> <p>Resilience: Concepts, Tools and Application Workshop</p> <p>Africa Regional Program Officers Conference</p> <p>Asia Regional Program Officers Workshop</p> <p>Health Information Systems Data Harmonization Conference</p> <p>2015 Democracy, Human Rights and Governance (DRG) Officers' Workshop</p> <p>Call to Action Annual Ending Preventable Child and Maternal Deaths (EPCMD) Leadership Summit 2015</p> <p>USAID's Delegation at the 70th United Nations General Assembly (UNGA) Meetings</p>	



OVERVIEW OF CONFERENCE EXPENSES

The Office of Management and Budget (OMB) Memorandum 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 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 2015, 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), 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 up to \$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 \$7 million during fiscal year 2015. Thirty-six of these conferences were directly sponsored by USAID with a total estimated cost of \$5.9 million. A total of 2,740 USAID employees participated in these events, along with 1,780 outside participants. Additionally, 337 USAID employees attended 58 conferences not directly supported by USAID during the reporting period at a total estimated cost of \$1.1 million. The average cost per participant for all conferences was \$1,550.

USAID sponsored 21 conferences with expenses in excess of \$100,000, 18 of which were technical events that supported the implementation of development programs. Per Memorandum M-12-12, additional information is provided below on these conferences. 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 2015.



USAID
FROM THE AMERICAN PEOPLE

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

Fiscal Year 2015

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
Together for Action: Partnerships for Youth Crime and Violence Prevention	11/5/2014	11/6/2014	Antigua, Guatemala	28	222	\$247,694	The purpose of the conference was to assemble researchers, policy makers, and subject matter experts to explore what has been learned about evidence-based approaches to preventing youth crime and violence.
Higher Education Solutions Network (HESN) Technical Convening (TechCon) 2014	11/8/2014	11/10/2014	Berkeley, California	50	300	\$187,233	The meeting was a unique convening of academics, students, entrepreneurs and innovators, development experts, field practitioners, and the private sector focused on innovative approaches to solution creation, testing, and scaling for international development.
Women's Participation in Local Governance Workshop	11/17/2014	11/19/2014	Bangkok, Thailand	15	115	\$148,114	The regional workshop was jointly conducted by the United Nations Development Program Asia-Pacific Regional Centre and USAID to improve the participation of women in civic and political life in Asia.
USAID Southern Africa Local Systems Experience Summit	11/18/2014	11/21/2014	Pretoria, South Africa	110	15	\$359,090	The purpose of the summit was to share local experiences, challenges, successes and failures by looking at how USAID incorporates sustainability, integration, and partnership into its programs and how USAID can better engage local systems.
State of the Art (SOTA) Health Technical and Managers' Workshop in Asia	12/5/2014	12/12/2014	Phnom Penh, Cambodia	130	0	\$387,917	The purpose of the workshop was to discuss regional goals and objectives, management principles and best practices, and mentoring and empowering American and Foreign Service National staff.
Tenth Annual Infrastructure Workshop	12/15/2014	12/19/2014	Washington, DC	50	30	\$141,431	The workshop focused on the professional development of various backstops that oversee infrastructure programs in sectors such as agriculture, health, natural resources management, climate change, and economic growth.



USAID
FROM THE AMERICAN PEOPLE

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
The Bureau for Latin America and Caribbean (LAC) Local Solutions Evidence Summit and Program Officers Meeting	1/5/2015	1/9/2015	Arlington, Virginia	60	2	\$163,780	The purpose of the meeting was to discuss a variety of topics and practical solutions to further the Agency's learning agenda, share experiences, and promote understanding of the program cycle.
The Bureau for Management (M) Worldwide Summit	3/2/2015	3/3/2015	Alexandria, Virginia	330	250	\$314,660	The biennial professional development conference for mission-based controllers, executive officers, and contracting officers was an opportunity to interface with Agency leaders and decision makers, receive important operational updates, and develop plans of action for sharing with Missions.
The Bureau for Management (M) Global Backstop Workshop	3/4/2015	3/6/2015	Alexandria, Virginia	355	0	\$359,715	The workshops produced strategic plans, shared best practices and lessons learned, explored development issues and management compliance programs, and also provided continuous learning credits.
Scaling for Impact: Improving Lives Through a Systems Approach	3/9/2015	3/13/2015	Bangkok, Thailand	32	60	\$111,384	The meeting provided a venue to share perspectives on effectively sourcing and scaling innovations to solve global development challenges. Presenters, both internal and external to USAID, represented an effective range of content and experience.
Africa Regional Environmental Compliance and Environmentally Sound Design and Management (ESDM) Workshop	3/23/2015	3/27/2015	Musanze, Rwanda	28	0	\$145,278	The purpose of the workshop was to strengthen the capacity of those USAID staff responsible for implementing the Agency's environmental procedures in their respective mission in the Africa region.
Democracy, Human Rights and Governance (DRG) Impact Evaluation Learning Clinic	3/23/2015	3/27/2015	Dar es Salaam, Tanzania	60	0	\$206,144	The purpose of the clinic was to assist USAID field missions with new evidence-based DRG activities. Participants learned how to design and manage impact evaluations and surveys.
Regional Feed the Future (FtF) and Trade Africa Meeting	3/24/2015	3/26/2015	Kampala, Uganda	31	39	\$133,729	The meeting enhanced collaboration and sharing among USAID Missions and partners to improve integration, innovation, and scaling results of FtF and Trade Africa programs in the region.



USAID
FROM THE AMERICAN PEOPLE

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
USAID Regional Science, Technology, Innovation, and Partnership (STIP) PERU Conference	5/5/2015	5/8/2015	Lima, Peru	75	4	\$250,651	The event provided an overview and showcased efforts within the Latin America and Caribbean region. Discussions centered on how to operationalize STIP and further advance the initiative at the mission level.
Resilience: Concepts, Tools and Application Workshop	5/12/2015	5/15/2015	Bangkok, Thailand	54	40	\$118,155	As USAID continues its leadership role in promoting resilience, the workshop provided a venue for USAID staff and external global and regional resilience thought leaders to share the latest thinking on resilience, systems analysis, assessment and measurement tools.
Africa Regional Program Officers Conference	5/12/2015	5/15/2015	Accra, Ghana	97	0	\$418,517	The purpose of the conference was to discuss the latest developments in new and changing Agency policies, development objectives, and operating procedures.
Asia Regional Program Officers Workshop	5/18/2015	5/21/2015	Bangkok, Thailand	58	0	\$129,256	The purpose of the workshop was to share technical knowledge and best practices in executing the multiple roles and functions of USAID Mission program offices, with a focus on issues most relevant to Asia missions.
Health Information Systems Data Harmonization Conference	5/18/2015	5/20/2015	Accra, Ghana	12	110	\$201,701	The purpose of the conference was to expedite the integration of various health information systems and their sub-systems, and to develop action plans for country-led health development and institutional capacity strengthening in the West Africa region.
2015 Democracy, Human Rights and Governance (DRG) Officers' Workshop	6/22/2015	6/24/2015	Washington, DC	123	0	\$175,881	The annual training event supports field and Washington-based backstop and other related positions focused on cutting-edge development approaches to program design, implementation, monitoring, and evaluation of USAID programs, as well as, discussions about new Agency policies, initiatives, and directives.



USAID
FROM THE AMERICAN PEOPLE

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
Call to Action Annual Ending Preventable Child and Maternal Deaths (EPCMD) Leadership Summit 2015	8/27/2015	8/28/2015	New Delhi, India	37	463	\$387,121	The Government of India, with USAID and Ethiopia, and in collaboration with UNICEF, hosted the global EPCMD summit showcasing each country's experience of how they are accelerating the end of preventable child and maternal deaths in our lifetime.
USAID's Delegation at the 70th United Nations General Assembly (UNGA) Meetings	9/19/2015	9/28/2015	New York City, New York	100	5	\$290,586	UNGA is one of the best annual opportunities for the Agency to communicate its core Mission to partners to end extreme poverty and demonstrate leadership on global challenges.

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