



**USAID**  
FROM THE AMERICAN PEOPLE

## FY 2018 CONFERENCE REPORT



USAID Administrator Mark Green greets a representative of the UN World Food Program at a health clinic serving internally displaced people in Northern Darfur, Sudan operated by USAID partner Relief International.

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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 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 fiscal year 2018, 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 \$4.8 million during fiscal year 2018. Thirty-nine of these conferences were directly sponsored by USAID with a total estimated cost of \$4 million. A total of 1,751 USAID employees participated in these events, along with 3,507 outside participants. Additionally, 243 USAID employees attended 64 conferences not directly supported by USAID during the reporting period at a total estimated cost of \$841,743. The average cost per participant for all conferences was \$881.

USAID sponsored 12 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 did not sponsor a conference that exceeded this threshold during Fiscal Year 2018.

**SPONSORED CONFERENCES WITH EXPENSES EXCEEDING \$100,000  
FY 2018**

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
Countering Violent Extremism (CVE) State of the Art (SOTA) Symposium	14-Nov-17	16-Nov-17	Brussels, Belgium	39	0	\$136,840.00	The purpose of the symposium was to improve and enhance the Agency's ability to conduct innovative and effective Countering Violent Extremism (CVE) activities. Participants were exposed to the latest thinking on key thematic issues (e.g., education, women and girls, disengagement and reintegration) to advance shared good practice across the program cycle.
Food for Peace (FFP) Boot Camp #13 - Assessment and Program Monitoring Skills Development	10-Dec-17	21-Dec-17	Djibouti City, Djibouti	20	3	\$120,449.00	The Boot Camp equipped Food for Peace (FFP) Officers with key field-relevant skills and knowledge to strengthen their ability to carry out food security needs assessments and food assistance program monitoring. The training included topics on how to apply interview and observation skills; how to conduct market, food security, nutritional, and environmental threat assessments; principles for activity targeting; food assistance modality selection; and supply chain and food distribution monitoring.
Fall Armyworm Study Tour in Brazil	24-Mar-18	29-Mar-18	Sete Lagoas, Brazil	9	31	\$186,800.00	The purpose of the Fall Armyworm (FAW) Study Tour was to provide decision-makers with the benefits and limitations of various pest management techniques and technologies, as well as an understanding of the requirements needed to adapt these practices and technologies to individual countries.
Third Annual Universal Health Coverage (UHC) Financing Forum	19-Apr-18	20-Apr-18	Washington, DC	31	344	\$180,040.00	The purpose of the Forum was to bring together developing country governments and development partners in order to shape a joint agenda for and provide a platform to advance knowledge in financing universal health coverage. Discussions focused on strategic policies, and practical interventions to help governments mobilize domestic health systems resources in an efficient manner in order to produce equitable health outcomes.

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2018 Bureau for Democracy Conflict and Humanitarian Assistance, Office of Transition Initiatives (DCHA/OTI) Field Programs Division Management Consultations	23-Apr-18	27-Apr-18	Bangkok, Thailand	33	0	\$120,000.00	The meeting was an opportunity for senior field staff to discuss administration policy priorities, share knowledge, and enhance program effectiveness across countries and regions. It was a unique opportunity for field-based staff to meet collectively with Washington-based supervisors and receive overall guidance from senior leadership.
Africa Regional Environmental Compliance Workshop	7-May-18	11-May-18	Maputo, Mozambique	40	0	\$156,559.00	The workshop was an intensive, participatory, field-focused workshop in life-of-project environmental compliance and environmentally sound design and management (ESDM). It served an important role in ensuring missions were prepared to meet their responsibilities under USAIDs environmental procedures. Discussions centered on managing full environmental assessments under USAIDs procedures, managing dual compliance with USAID and host country procedures, environmental compliance in government to government assistance, and large-scale agricultural investments.
Annual Power Africa Field Coordination Meeting	7-May-18	11-May-18	Pretoria, South Africa	100	40	\$223,423.18	The purpose of the working level, hands-on, field coordination meeting was to operationalize Power Africa 2.0 and tackle the biggest challenges facing the energy sector in sub-Saharan Africa. It was an opportunity for USAID to exercise its leadership role in convening field level actors in the same place to achieve objectives that propel countries on their road to self-reliance.
Africa Regional Education Workshop (AREW)	13-May-18	18-May-18	Pretoria, South Africa	52	0	\$161,498.00	The workshop for Education Officers serving in USAID Missions in Africa provided the opportunity to discuss Mission-critical priorities for USAID education programming in Africa. The focus was to strengthen Officers capacities to design and manage programs that will increase return on investment, potential for scale, and sustainability.

Title	Event Start	Event End	Location	Total USAID Participants	Outside Participants	Event Cost	Description
Africa Regional Environment Technical Officers Meeting	14-May-18	18-May-18	Muldersdrift, Gauteng	40	0	\$114,988.00	The purpose of the meeting was to improve understanding of environment issues across the region and create a forum for sharing effective programming to address environmental challenges. The focus was to increase technical collaboration among Missions and between Missions and Washington, and to discuss how the environmental sector can pivot towards an increased emphasis on self-reliance and partnerships, including with the private sector.
2018 Middle East and North Africa (MENA) Regional Environmental Compliance Training and Management Workshop	19-Jun-18	21-Jun-18	Frankfurt, Germany	41	0	\$190,628.00	The purpose of the workshop was to strengthen the capacity of USAID staff responsible for implementing the Agency's environmental procedures in the respective Missions in the Middle East and North Africa region and the Agency.
2018 Bureau for Democracy Conflict and Humanitarian Assistance (DCHA), Democracy, Human Rights and Governance (DRG) Conference	25-Jun-18	29-Jun-18	Washington, DC	210	170	\$408,962.00	The event brought together the USAID partner community, USAID headquarter and field staff, and U.S. government interagency representatives for collaborative presentations, interactive discussions, and vigorous debates about key Democracy, Human Rights and Governance (DRG) research, issues, and challenges. Topics included DRG global trends, recent DRG research findings, Thinking and Working Politically (TWP), Preventing Violent Extremism (PVE), DRG integration, and working with civil society in closing spaces.
USAID Evaluation Summit 2018	4-Sep-18	6-Sep-18	Washington, DC	100	100	\$253,646.88	The Summit focused on the contribution of evaluation to the journey to self-reliance. USAID staff shared good evaluation practices and tools related to sustainability and self-reliance. US Government and development community stakeholders with experience or interest in evaluating sustainability, country ownership, or self-reliance were included.
<b>Total</b>				<b>715</b>	<b>688</b>	<b>\$2,253,834.06</b>	

