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# Acquisition & Assistance Policy Directive (AAPD)

From the Director, Office of Acquisition & Assistance Issued: April 6, 2020

## AAPD 20-01

### USAID Requirements for Conference Planning and Required Approvals

(AIDAR Deviation No. M-OAA-DEV-AIDAR-20-01c)

Subject Category: Acquisition Management  
Type: POLICY

AAPDs provide information of significance to all agency personnel and partners involved in the Acquisition and Assistance process. Information includes (but is not limited to): advance notification of changes in acquisition or assistance regulations; reminders; procedures; and general information. Also, AAPDs may be used to implement new requirements on short-notice, pending formal amendment of acquisition or assistance regulations.

AAPDs are EFFECTIVE AS OF THE ISSUED DATE unless otherwise noted in the guidance below; the directives remain in effect until this office issues a notice of cancellation.

This AAPD:  Is New  Replaces/ Amends

Applicable to:

Existing awards;  Modification required

No later than

As noted in guidance below\*

RFPs/RFAs issued on or after the effective date of this AAPD; all other Pending Awards, i.e., 8(a), sole source, IQC

Other

Precedes change to:

FAR Part(s)

AIDAR Part(s) 731.205-43 and 752.231-72

USAID Automated Directives System (ADS) Chapter

Other Code of Federal Regulations

Other

No change to regulations

New Provision/Clause Provided Herein: If checked, scheduled update to GLAAS: 03/xx/2020

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Mark A. Walther,  
Director, M/OAA

## **I. PURPOSE:**

The purpose of this AAPD is to inform Acquisition and Assistance professionals of the issuance of revisions to the AIDAR Section 731.205-43 and clause at 752.231-72, Conference Planning and Required Approvals, following approval of a class deviation #M-OAA-DEV-AIDAR-20-01c.

Effective Date: This AAPD is effective for two years from the date of the signature unless rescinded, extended, or the AIDAR is formally revised through rulemaking, whichever occurs first.

## **II. ACTION:**

### **Solicitations and Resulting Contracts:**

COs must include the revised clause at 752.231-72 in:

- (1) All USAID-funded solicitations and resulting contracts anticipated to include a requirement for a USAID-funded conference; or
- (2) All USAID-funded solicitations and resulting contracts that provide contractor personnel with routine physical access to USAID-controlled facilities, or logical access to USAID's information systems.

### **Modification of Existing Contracts:**

Except for the new work under cost extensions issued after the effective date of this AAPD, this deviation does not apply to existing awards. COs will include the revised clause only when conferences or high policy meetings requiring USAID approvals are anticipated as part of new work and the revised requirements have been considered at the time of such an extension.

## **III. BACKGROUND:**

To strengthen visibility and oversight of conference activities and reduce the risk of unnecessary spending, USAID has made several revisions of conference planning policies in ADS 580. More specifically, on November 3, 2017, USAID published revisions to ADS 580 to expand prior approval requirements to include Agency approval when 10 or more USAID employees attend a USAID-sponsored conference, thus reducing the number of USAID employees attending a conference that trigger the prior approval requirement from twenty to ten. This revision also expanded the definition of a conference by removing the limitation based on the temporary duty travel of USAID employees. With this change, contractors need to obtain prior USAID approval for a USAID-funded conference attended by USAID employee(s), with the net USAID conference expense in excess of \$100,000.

On March 5, 2018, this policy was further revised to require Agency approval for USAID employees and institutional support contractors to attend:

- 1) A high-profile policy meeting sponsored by a multilateral organization, or
- 2) An operational or technical meeting with representatives of multilateral organizations when: the purpose of the meeting is to discuss USAID-funded programs and activities; and temporary duty travel is necessary to attend the meeting.

On August 23, 2019, this policy was changed to exclude co-creation meetings and single courses conducted at a U.S. Government training facility from the conference approval requirements in ADS 580.

## **III. POINT OF CONTACT:**

USAID Contracting Officers may direct their questions about this AAPD to ["Ask M/OAA Policy"](#).

## **ATTACHMENT 1 – AIDAR DEVIATION TEXT**

### **731.205-43 Trade, business, technical and professional activity costs—USAID conference approval requirements.**

(M/OAA-DEV-AIDAR-20-01c)

(a) Definitions. As used in this section —

*Conference* means a seminar, meeting, retreat, symposium, workshop, training activity or other such event that is funded in whole or in part by USAID.

*Multilateral organization* means an organization or alliance formed between multiple nations and/or organizations to work on issues that relate to all members of the organization or alliance (e.g., World Health Organization, The World Bank, The Vaccine Alliance (Gavi), Education Cannot Wait).

*High-profile policy meeting* means an event sponsored by a multilateral organization, which includes meetings to discuss issues of global interest, such as the United Nations General Assembly or the Spring and Fall meetings of the World Bank and International Monetary Fund.

*Net conference expense* means the total conference expenses excluding: any fees or revenue received by the Agency through the conference; costs to ensure the safety of attending governmental officials; and salary of USAID employees and USAID Personal Services Contractors.

*Temporary duty (TDY) travel* means official travel at least 50 miles from both the traveler's home and duty station for a period exceeding 12 hours.

*USAID employee* means a U.S. direct-hire employee, a Foreign Service National direct-hire employee, or a Federal employee detailed to USAID from another U.S. Government agency.

*Personal Services Contractor (PSC)* means U.S. National (US), a Cooperating Country National (CCN) and a Third Country National (TCN), who is awarded a personal services contract in accordance with AIDAR Appendices D or J.

(b) USAID policy requires contractors to obtain Contracting Officer or Contracting Officer's Representative (COR) approval of the following, unless an exception in paragraph (c) of the clause at 752.231-72 applies:

- (1) A conference funded in whole, or in part, by USAID when ten (10) or more USAID employees or Personal Services Contractors are required to travel on temporary duty status to attend the conference;
- (2) A conference funded in whole, or in part, by USAID when the net conference expense funded by USAID is expected to exceed \$100,000, irrespective of the number of USAID employees or USAID Personal Services Contractors who will participate in the conference;
- (3) Participation of contractor personnel in a high-level policy conference sponsored by a multilateral organization when the individual attends the conference on behalf of USAID, or as part of USAID's delegation; or
- (4) Participation of contractor personnel in an operational or technical meeting, or a periodic event, with representatives of multilateral organizations to discuss USAID-funded programs and activities, when:
  - (i) the individual attends the event on behalf of USAID or as part of USAID's team; and
  - (ii) temporary duty travel is necessary.

(c) Costs associated with a conference that meets the criteria above, incurred without USAID prior written approval, are unallowable.

(d) Contracting officers must insert the clause at 752.231-72 in:

- (1) All USAID-funded solicitations and contracts anticipated to include a requirement for a USAID-funded conference; or
- (2) All USAID-funded solicitations and contracts that provide contractor personnel with routine physical access to USAID-controlled facilities, or logical access to USAID's information systems.

**752.231-72 Conference planning and required approval.**

(M/OAA-DEV-AIDAR-20-01c).

As prescribed in (48 CFR) AIDAR 731.205-43, insert the following clause in section I of:

- (1) All USAID-funded solicitations and contracts anticipated to include a requirement for a USAID-funded conference; or
- (2) All USAID-funded solicitations and contracts that provide contractor personnel with routine physical access to USAID-controlled facilities, or logical access to USAID's information systems.

**Conference Planning and Required Approval (Aug 2013)**

(a) Definitions. As used in this section —

*Conference* means a seminar, meeting, retreat, symposium, workshop, training activity or other such event that is funded in whole or in part by USAID.

*Multilateral organization* means an organization or alliance formed between multiple nations and/or organizations to work on issues that relate to all members of the organization or alliance (e.g., World Health Organization, The World Bank, The Vaccine Alliance (Gavi), Education Cannot Wait).

*High-profile policy meeting* means an event sponsored by a multilateral organization, which includes meetings to discuss issues of global interest, such as the United Nations General Assembly or the Spring and Fall meetings of the World Bank and International Monetary Fund.

*Net conference expense* means the total conference expenses excluding: any fees or revenue received by the Agency through the conference; costs to ensure the safety of attending governmental officials; and salary of USAID employees and USAID Personal Services Contractors.

*Temporary duty (TDY) travel* means official travel at least 50 miles from both the traveler's home and duty station for a period exceeding 12 hours.

*USAID employee* means a U.S. direct-hire employee, a Foreign Service National direct-hire employee, or a Federal employee detailed to USAID from another U.S. Government agency.

*Personal Services Contractor (PSC)* means U.S. National (US), a Cooperating Country National (CCN) and a Third Country National (TCN), who is awarded a personal services contract in accordance with AIDAR Appendices D or J.

(b) Unless an exception in paragraph (c) of the clause at 752.231-72 applies, the contractor must obtain prior written approval from the contracting officer, or the contracting officer's representative (COR), if delegated in the Contracting Officer's Representative Designation Letter, at least 30 days prior to committing costs, for the following:

- (1) A conference funded in whole, or in part, by USAID when ten (10) or more USAID employees or Personal Services Contractors are required to travel on temporary duty status to attend the conference;

(2) A conference funded in whole, or in part, by USAID and attended by USAID employees or USAID Personal Services Contractors, when the net conference expense funded by USAID is expected to exceed \$100,000, irrespective of the number of USAID participants;

(3) Participation of contractor personnel in a high-level policy conference sponsored by a multilateral organization when the individual attends the conference on behalf of USAID, or as part of USAID's delegation; or

(4) Participation of contractor personnel in an operational or technical meeting, or a periodic event, with representatives of multilateral organizations to discuss USAID-funded programs and activities, when:

- (i) the individual attends the event on behalf of USAID or as part of USAID's team; and
- (ii) temporary duty travel is necessary.

(c) Exceptions. Prior USAID approval is not required for the following:

(1) Co-creation conferences to facilitate the design of programs or procurements.

(2) Events funded and scheduled by the Center for Professional Development within the USAID Office of Human Capital and Talent Management.

(3) A single course presented by an instructor conducted at a U.S. Government training facility (including the Washington Learning Center or other USAID training facilities), a commercial training facility, or other venue if a U.S. Government training facility is not available.

(4) Conferences conducted at a U.S. Government facility or other venue not paid directly or indirectly by USAID, when travel of USAID employees or USAID Personal Services Contractors, light refreshments and if applicable, costs associated with participation of the contractor's staff are the only direct costs associated with the event. The exception does not apply to the requirements in paragraph (b)(3) and (4) related to meetings with multilateral organizations.

(d) Costs associated with a conference that meets the criteria above, incurred without USAID prior written approval, are unallowable.

(e) Conferences approved at the time of award will be incorporated into the contract. The contractor must submit subsequent requests for approval of conferences on a case-by-case basis, or requests for multiple conferences may be submitted at one time.

(f) Documentation.

(1) Requests for approval of a conference that meets the criteria in paragraphs (b)(1) and (b)(2) of this section must include:

(i) A brief summary of the proposed event;

(ii) A justification for the conference and alternatives considered, e.g., teleconferencing and videoconferencing;

(iii) The estimated budget by line item (e.g., travel and per diem, venue, facilitators, meals, equipment, printing, access fees, ground transportation);

(iv) A list of USAID employees or PSCs attending and a justification for each; and the number of other USAID-funded participants (e.g., contractor personnel);

(v) The venues considered (including government-owned facility), cost comparison, and justification for venue selected if it is not the lowest cost option;

(vi) If meals will be provided to local USAID employees or PSCs (a local employee would not be in travel status), a determination that the meals are a necessary expense for achieving Agency objectives; and

(vii) A certification that strict fiscal responsibility has been exercised in making decisions regarding conference expenditures, the proposed costs are comprehensive and represent the greatest cost advantage to the U.S. Government, and that the proposed conference representation has been limited to the minimum number of attendees necessary to support the Agency's mission.

[(2) Requests for approval to attend a multilateral conference and operational or technical meeting that meet the requirements in paragraphs (b)(3) and (4) of this section must include:

- (1) A description of the event and how the participant(s) will forward the Agency and U.S. Government's policy goals;
- (2) The role the participant(s) will have; and
- (3) The estimated cost to USAID.

(End of clause)