



USAID
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Fiscal Year 2014 Conference Report





Table of Contents

Overview of Conference Expenses	1
USAID-Sponsored Conferences with Expenses Exceeding \$100,000	2
<ul style="list-style-type: none"> Higher Education Solutions Network Technical Convening Worldwide Foreign Service National Conference Democracy, Conflict, and Humanitarian Assistance’s Office of Transition Initiatives Worldwide Management Meeting Global Learning and Evidence Exchange - Africa Global Learning and Evidence Exchange - Asia Office of U.S. Foreign Disaster Assistance Annual Program Review USAID Forward Experience Summit Senegal Pre-Meeting for the Ending Preventable Child and Maternal Deaths Beta Test 2014 Design, Implementation and Negotiation of Local Solutions Projects Urban Futures Workshop Asia Food For Peace Global Workshop Global Climate Change Regional Climate Leadership Academy USAID Sahel Regional Resilience Workshop Launch of US Global Development Lab West Africa Regional Workshop on Reduced Emissions from Deforestation and Degradation and Mangroves Mission Directors Conference Feed the Future Worldwide Workshop Democracy, Human Rights and Governance Officers Workshop Child Survival Event 69th United Nations General Assembly 	



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 2014, 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 \$6.2 million during fiscal year 2014. Thirty-one of these conferences were directly sponsored by USAID with a total estimated cost of \$5.1 million. A total of 1,944 USAID employees participated in these events, along with 1,970 outside participants. Additionally, 312 USAID employees attended 37 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 \$1,480.

USAID sponsored 20 conferences with expenses in excess of \$100,000, 15 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 2014.



USAID-SPONSORED CONFERENCES WITH EXPENSES EXCEEDING \$100,000*
Fiscal Year 2014

Title	Event Start	Event End	Location	USAID Attendees	Outside Participants	Event Cost	Description
Higher Education Solutions Network Technical Convening (HESN TechCon)	11/16/2013	11/18/2013	Williamsburg, Virginia	50	200	\$127,113	This meeting was essential to ensure the success of the Higher Education Solutions Network (HESN) and its connection to critical development challenges. It enabled USAID to help the Network craft research agendas and activity designs, promote exchanges of information among HESN partners, develop new partnerships with external stakeholders, and provide a regular venue for establishing connections between HESN partners, and USAID field and Washington staff.
Worldwide Foreign Service National (FSN) Conference	11/18/2013	11/21/2013	Crystal City, Virginia	95	0	\$256,056	The conference helped to institutionalize how USAID optimizes Foreign Service National (FSN) contributions to the US National Security Strategy, the host country, and each other. It addressed progress towards challenges highlighted over the recent past by Missions and FSNs.
Democracy, Conflict, and Humanitarian Assistance's Office of Transition Initiatives (DCHA/OTI) Worldwide Management Meeting	11/20/2013	11/22/2013	Arlington, Virginia	120	0	\$122,846	The purpose of this meeting was to strengthen relationships and communication among OTI's globally dispersed community; share innovative ideas, systems and tools to strengthen staff capacity; improve decision making; and, maximize programmatic impact.



USAID
FROM THE AMERICAN PEOPLE

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Global Learning and Evidence Exchange (GLEE) Africa	12/3/2013	12/5/2013	Addis Ababa, Ethiopia	47	34	\$199,496	The purpose of the conference was to develop and implement plans for scaling agricultural technologies. The event brought together experts, implementing partners, USAID missions and headquarters staff with the goal of understanding key factors, tools and analyses that contribute to the development and implementation of successful scaling programs in Africa.
Global Learning and Evidence Exchange (GLEE) Asia	1/7/2014	1/9/2014	Bangkok, Thailand	24	31	\$134,887	The purpose of the conference was to develop and implement plans for scaling agricultural technologies. The event brought together experts, implementing partners, USAID missions and headquarters staff with the goal of understanding key factors, tools and analyses that contribute to the development and implementation of successful scaling programs in Asia.
Office of U.S. Foreign Disaster Assistance (OFDA) Annual Program Review	1/7/2014	1/10/2014	Arlington, Virginia	123	0	\$154,874	The program review provided the worldwide Office of U.S. Foreign Disaster Assistance (OFDA) staff the opportunity to discuss the streamlining of humanitarian aid, develop strategies for future responses and analyze best practices in the delivery of aid. The staff also reviewed policy developments within the Agency, the interagency, and the international humanitarian system.
USAID Forward Experience Summit	1/13/2014	1/17/2014	Bangkok, Thailand	110	0	\$335,450	The Summit was a premier Agency learning event where USAID employees from around the world taught key lessons derived from both successes and failures with implementing USAID Forward reforms since its inception.



USAID
FROM THE AMERICAN PEOPLE

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Senegal Pre-Meeting for the Ending Preventable Child and Maternal Deaths (EPCMD) Beta Test 2014	1/27/2014	1/28/2014	Dakar, Senegal	47	0	\$136,031	Ending preventable child and maternal deaths by 2035 is one of USAID's two priority health goals aimed at ensuring that all USAID-assisted countries are on track to have fewer than 20 child deaths per 1,000 live births by 2035. This meeting facilitated "beta testing" of an analytic framework and set of templates and tools to determine if USAID programs are doing the most they can to achieve the mortality reduction goals.
Design, Implementation and Negotiation of Local Solutions Projects	2/24/2014	2/28/2014	Kigali, Rwanda	31	0	\$150,406	The purpose of this training was to build upon the Agency's Procurement Reform initiative. The training combined the design, implementation and negotiation of multi-faceted projects and program assistance that include partner country government elements in a single course.
Urban Futures Workshop Asia	2/26/2014	2/28/2014	Bangkok, Thailand	23	100	\$229,795	This regionally-based Futures Workshop was the outgrowth of USAID's first-ever 2011 symposium on Future Development Challenges. The Symposium drew attention to emerging global trends 10 and 15 years out in population, migration, urbanization, food scarcity, and natural resources that should influence how the Agency plans and designs programs today.



USAID
FROM THE AMERICAN PEOPLE

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Food For Peace (FFP) Global Workshop	3/11/2014	3/14/2014	Arlington, Virginia	100	10	\$284,308	The conference focused on key initiatives regarding food security that impact the Food for Peace (FFP) program. The meeting created a shared agenda and vision of where food assistance is headed, including application of new tools to date and how the Agency programs relate to the Feed the Future initiatives, exchanged information on new policies, regulations, program approaches, research and their implications for FFP work; helped to understand implementation challenges and share innovations among Washington, DC and field staff.
Global Climate Change Regional Climate Leadership Academy	3/12/2014	3/14/2014	Santo Domingo, Dominican Republic	4	56	\$160,018	The objective of the Regional Climate Leadership Academy was to avert damage to infrastructure services resulting from climate change impacts in low-lying and coastal cities in Latin America and the Caribbean. Infrastructure services are critical to achieving economic development, providing clean water and sanitation, addressing malnutrition and poverty, and supporting rapidly growing populations. The peer learning methodology of the event ensured that city officials and stakeholders were able to move from adaptation planning to implementation.



USAID
FROM THE AMERICAN PEOPLE

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USAID Sahel Regional Resilience Workshop	3/17/2014	3/21/2014	Niamey, Niger	49	101	\$205,502	The purpose of the conference was to create a cohesive USAID Humanitarian and Development Resilience Coalition that aligned with the strategies and programs of national/regional stakeholders. Participants learned how new partners interface with established implementers of USAID assistance in the targeted zone to coordinate activities and to share information and discussed how the USAID Sahel Resilience Strategy complements the strategies being implemented by countries and regional institutions in the Sahel.
Launch of US Global Development Lab	4/3/2014	4/3/2014	New York, New York	35	476	\$154,609	This event was the public unveiling of the US Global Development Lab which represents a new approach to international development. It is a marketplace of ideas - - crowdsourcing scientific and technological research and open innovation for new solutions to key development challenges.
West Africa Regional Workshop on Reduced Emissions from Deforestation and Degradation (REDD+) and Mangroves	5/12/2014	5/14/2014	Cape Coast, Ghana	9	41	\$118,393	The workshop increased awareness of the role of mangrove ecosystems in climate change mitigation and adaptation within the context of Reduced Emissions from Deforestation and Degradation (REDD+), biodiversity conservation and local livelihoods.



USAID
FROM THE AMERICAN PEOPLE

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Mission Directors Conference 2014	5/14/2014	5/16/2014	Crystal City, Virginia	200	0	\$395,857	The conference allowed senior leadership to discuss management and policy issues and develop strategies for leading efforts to address challenges. The conference was valuable for peer-to-peer learning to identify opportunities and address key challenges; and, provided Mission Directors hands-on working sessions to problem-solve key issues, share best practices and lessons learned, and explore development issues.
Feed the Future Worldwide Workshop	5/19/2014	5/22/2014	Arlington, Virginia	155	145	\$486,813	The overall goal of the Feed the Future (FTF) Worldwide Workshop was to sustain the global commitment on the reduction of poverty and hunger and to enhance, accelerate, and scale-up outcomes to achieve the goal of reducing the prevalence of poverty and stunting by 20 percent in FTF "Zones of Influence". The sessions focused on highlighting progress made to date and identified key areas for continuing host country and interagency collaboration in scaling up food security outcomes. .
Democracy, Human Rights and Governance (DRG) Officers Workshop 2014	6/23/2014	6/25/2014	Washington DC	130	0	\$155,239	This workshop provided an opportunity for field and Washington staff to discuss cutting edge ideas on planning, implementing, and learning from programs and projects in the DRG field.. The agenda was based on extensive outreach to the field including a survey, focus groups, and participants on the planning teams who focused on the new DRG Strategy with emphasis on local solutions, integration, and human rights.



USAID
FROM THE AMERICAN PEOPLE

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Child Survival Event	6/25/2014	6/25/2014	Washington DC	20	480	\$355,836	June 2014 marked the two-year anniversary of the 2012 Child Survival Call to Action and the launch of Committing to Child Survival: A Promise Renewed—a global effort to accelerate declines in preventable newborn, child, and maternal deaths. The event celebrated the progress made to date, took stock of the remaining challenges and identified steps needed to sustain the momentum beyond 2015.
69th United Nations General Assembly (UNGA)	9/21/2014	9/27/2014	New York, New York	69	1	\$220,370	The annual meeting provided an opportunity for the Agency to engage the international community, demonstrate USAID leadership on global challenges, and promote USG positions and USAID priorities with development partners.
TOTAL				1,441	1,675	\$4,383,899	

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