



USAID
FROM THE AMERICAN PEOPLE

Fiscal Year 2012 Conference Report



January 31, 2013

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FISCAL YEAR 2012 (FY 12) CONFERENCE REPORT

In May 2012, the Office of Management and Budget (OMB) issued Memorandum M-12-12, [*Promoting Efficient Spending to Support Agency Operations*](#). The memorandum outlined a series of new policies and practices regarding conferences and 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 from April – September 2012.

In April 2012, USAID launched a centralized, web-based conference approval and tracking system, the eConference Tracking and Approval System (eCTAS). The system captures requests for conference approvals from Washington offices and missions worldwide, and facilitates senior management review and approval of conference expenditures. This report covers events held since its implementation.

During FY 12, USAID issued 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 through the [Automated Directives System](#) (ADS), which is available to the public and USAID staff worldwide. The conference policy guidance documents the review process for conference expenses, including the following approval requirements:

- The Chief Operating Officer must approve estimated expenditures up to \$100 thousand;
- The Deputy Administrator must approve estimated expenditures between \$100 thousand and \$500 thousand; and
- The Administrator must approve expenditures and provide a waiver for estimated expenditures over \$500 thousand.

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.

Since the launch of the eCTAS in April through the end of the fiscal year in September, USAID is reporting conference expenses of \$2.79 million. Eighteen of these conferences were directly sponsored by USAID with total estimated expenses of \$2.47 million. A total of 1,067 USAID employees participated in these events, along with 1,465 outside participants. Additionally,

USAID employees attended 63 conferences not directly supported by USAID during the reporting period at a total estimated cost of \$315 thousand for travel, per diem and registration fees.

From April through September, USAID sponsored four conferences with net expenses in excess of \$100 thousand. 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. During this reporting period, USAID sponsored one conference that exceeded this threshold. USAID did not seek a waiver for the expenses because approval to sponsor the event and commit funds was granted prior to the issuance of M-12-12 and the launch of the Agency eCTAS.

Annex:

USAID-Sponsored Conferences with Expenses Exceeding \$100,000



eConference

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USAID-SPONSORED CONFERENCES WITH EXPENSES EXCEEDING \$100,000*
April 2012 - September 2012

<u>Title</u>	<u>Event Start</u>	<u>Event End</u>	<u>Location</u>	<u>USAID Attendees</u>	<u>Outside Attendees</u>	<u>Event Cost</u>	<u>Description</u>
Asia Regional Meeting on Interventions for Impact in Essential Obstetric and Newborn Care	04-MAY-12	06-MAY-12	Dhaka, Bangladesh	17	200	\$331,000.00	This meeting advanced USAID's efforts in promoting and expanding maternal and newborn health programs in countries in Asia and the Middle East. USAID convened industry leaders, experienced clinicians, and program managers to support accelerated implementation and expansion of these programs. Specifically, the Agency engaged in technical discussions on postpartum hemorrhage prevention and treatment, including a review of issues related to quality and availability of uterotonics and maternal health supplies; deliberated on management of pre-eclampsia (PE) and review of PE/E program and implementation experience, as well as interventions for newborns; and participated in skill-building sessions and technical discussions on issues related to service delivery and training.
Democracy, Rights & Governance (DRG) Forum and Workshop	21-JUN-12	27-JUN-12	Washington, DC	230	70	\$387,600.00	This workshop advanced USAID's democracy and governance programming. The workshop addressed the current issues regarding democracy, human rights, and governance and the practical application of programs and projects. The participants discussed cutting edge research and shared best practices with USAID staff and leading experts throughout the various DRG sub-sector areas.



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Worldwide Program/Project Development Officer (PDO) Leadership Conference	22-JUL-12	28-JUL-12	Crystal City, VA	357	-	\$969,950.00	The PDO conference brought together the Agency's Program/Project Design Officers for the first time since USAID implemented major reforms (over two years) to review, discuss, analyze and learn about the numerous reforms and initiatives designed to strengthen USAID's core development capabilities. The PDOs are at the center of operationalizing reforms in the field and this event provided the opportunity for them to focus on the critical, change-agent leadership role they play in the Field and in Washington, DC. This event allowed PDOs to collectively take stock of USAID's reform agenda, learn from officers in the field and find ways to further successful implementation of the Agency's work.
UN General Assembly (UNGA)	18-SEP-12	05-OCT-12	New York, NY	72	500	\$403,390.00	UNGA represents one of the best opportunities during the year for the Agency to engage the international development community, demonstrate USAID leadership on global challenges, and promote USG positions and USAID priorities with development partners.
Count: 4				676	770	\$2,091,940	

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