



FY 2020 ANNUAL CONFERENCE REPORT

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 (FY) 2020, 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 \$4,321,690 during FY 2020. A total of 1,499 USAID employees participated in these events, along with 1,146 outside participants. USAID directly sponsored 16 of these conferences with a total estimated cost of \$3,566,581. Additionally, 215 USAID employees attended 43 conferences not directly supported by USAID during the reporting period at a total estimated cost of \$755,109. The average cost per participant for all conferences was \$1,634.

USAID sponsored nine 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 conferences that exceeded this threshold during FY 2020.

**SPONSORED CONFERENCES WITH EXPENSES EXCEEDING \$100,000
FY 2020**

Title	Description	Date	Location	USAID Participants	Outside Participants	Estimated Direct Cost
Program Officers Conference	The purpose of the conference was to increase Program Officers' understanding of and capacity to move forward major agency initiatives, including Transformation, Journey to Self-Reliance, learning agendas to improved program outcomes (including Monitoring and Evaluation, Collaboration, Learning and Adapting, Local Systems, strategic planning, donor coordination, improved program design, improved management and leadership skills, and other topics).	10/21-25/2019	Arlington, Virginia	258	0	\$499,887.00
All Africa Countering Violent Extremism (CVE) Workshop	This conference builds on nearly ten years of capacity building in Africa by USAID/AFR and regional Missions in West and East Africa. The event brought together 60 African countering violent extremism (CVE) experts from across the continent to focus on three areas of learning: 1) the process of knowledge transfer to build capacity of local communities to undertake CVE projects; 2) best practices for deliberate action that can promote linkages between emerging communities of practices in different sub-regions of Africa; and 3) challenges and solutions for local communities and civil-society organizations (CSOs) to work with non-traditional partners within the security services.	10/28-31/2019	Dakar, Senegal	8	72	\$264,376.00
PEPFAR Local Partner (LP) Transition Meeting	This meeting was critical for achieving USAID and the United States President's Emergency Plan for AIDS Relief (PEPFAR) priorities. Sessions focused on recent shifts in PEPFAR strategies that affect the transition to LPs, including expansion of performance, financial, and expenditure reporting methods and high-frequency data reporting.	11/4-8/2019	Johannesburg, South Africa	103	60	\$418,169.67

Title	Description	Date	Location	USAID Participants	Outside Participants	Estimated Direct Cost
Breaking Gender Barriers: Taking USAIDs Programming to the Next Level	The conference brought together Agency staff, partners, gender specialists, and advocates to learn from USAID and partner interventions about the impacts of integrating gender into international development activities within and across multiple sectors; learn from USAID's global experience integrating gender into the program cycle, focusing on successes and failures; connect thought leaders, explore new research and tools, promising practices, and emerging priorities.	11/18-21/2019	Washington, DC	180	90	\$192,747.00
Development Finance Corporation (DFC) Liaison Conference	The technical conference trained the DFC liaisons on all of the new processes and procedures on how Missions will access DFC tools and services.	11/18-21/2019	Washington, DC	137	20	\$485,500.00
Global Infrastructure Workshop	Workshop attendees were taught the latest trends and best practices in infrastructure and construction activity planning, design, and management across the USAID portfolio and engaged in discussions aimed at improving the impacts of infrastructure projects on the Agency's objectives.	12/16-20/2019	Washington, DC	60	20	\$286,960.00
ECON2020 Conference	The conference focused on advancing the Administration's key priorities of developing and leveraging the resources, technologies, and other capacities of the private sector to advance country partners' Journeys to Self-Reliance. The conference provided Economic Growth Officers cutting-edge approaches and techniques that foster the private sector's ability to serve as an engine of inclusive growth and facilitated U.S. investments within the context of the Great Power Competition.	2/10-13/2020	Washington, DC	194	15	\$424,884.00
Worldwide Deputy Mission Directors Workshop	The purpose of the Workshop was to build an understanding of and capacity to advance the Administrator's Transformation goals; improve participants' knowledge of policies, guidance, and tools related to priority initiatives; improve accountability and strengthen performance management skills; and foster peer-to-peer learning and information exchange.	2/24-27/2020	Alexandria, Virginia	100	0	\$370,815.00

Title	Description	Date	Location	USAID Participants	Outside Participants	Estimated Direct Cost
Frankfurt 2020 Small Business Conference	The conference served as an opportunity for Mission program officials to learn about the capabilities of small businesses and the ways in which these firms help USAID achieve its mission. The goal of the Frankfurt Missions Small Business Conference is to ultimately increase U.S.-based small business utilization in Europe and Eurasia, Middle East and North Africa Mission procurements through prime and subcontracting.	3/2-4/2020	Frankfurt, Germany	52	248	\$217,753.00
TOTAL				1092	525	\$3,161,091.67

