



## **Annual Conference Report Fiscal Year (FY) 2022**

The Peace Corps was established by President John F. Kennedy by executive order on March 1, 1961, and formally authorized by Congress with the passage of the Peace Corps Act, shortly thereafter. The Peace Corps is an independent agency in the executive branch of the U.S. government. The agency was founded with the mission of promoting world peace and friendship by fostering relationships between the people of the United States and the people in countries where Volunteers serve. Following the global evacuation in March 2020, the Peace Corps is in the process of resuming, or commencing new, Volunteer operations and Virtual Service Pilot opportunities in 65 countries, managed by 61 Peace Corps posts.

Domestic and overseas conferences are a critical mechanism for the delivery of essential training and the sharing and collaboration with staff regarding agency programs, operations, and procedures. The Peace Corps recognizes that conferences improve performance and increase the competencies of its staff. Nevertheless, the Peace Corps has a responsibility to act as a careful steward of taxpayer dollars, ensuring that funds are used for purposes that are appropriate, cost effective, and important to the agency's core mission. The Peace Corps must exercise discretion and judgment in ensuring that conference expenses are appropriate, necessary, and managed in a manner that minimizes expense.

The Office of Management and Budget (OMB) issued Memorandum M-17-08, amending M-12-12 Promoting Efficient Spending to Support Agency Operations, and directing agencies to report conference expenses that exceed \$100,000, for the previous fiscal year on their public website by January 31 of each year. This report lists all conferences that were sponsored by the agency during FY 2022 that meet the reporting threshold. Conference expenses were tracked by the sponsoring office and obligation numbers; conference costs include participant travel costs, lodging, and meals and incidental expenses, in addition to food, audio-visual and supplies, and venue expenses.

**FY2022 Sponsored Conferences Exceeding \$100,000**

Name of Conference	Conference Description	Start Date	End Date	Location	Attendee Count	Conference Cost
Continuing Medical Education (CME) Conference, Training Block #1	This conference provided Peace Corps Medical Officers (PCMOs), Regional Medical Officers (RMOs) and Office of Health Services (OHS) clinical staff with an opportunity to earn required continuing education credits and gain knowledge on current clinical policy and practice guidelines. Continuing education credits are required for practice credentials and/or medical and nursing licenses in accordance with Peace Corps/OHS policies and United State Government (USG) regulations.	7/18/2022	7/22/2022	Washington, D.C.	84	\$ 268,153
Continuing Medical Education (CME) Conference, Training Block #2	This conference provided PCMOs, RMOs, and OHS clinical staff with an opportunity to earn required continuing education credits and gain knowledge on current clinical policy and practice guidelines. Continuing education credits are required for practice credentials and/or medical and nursing licenses in accordance with Peace Corps/OHS policies and USG regulations.	8/15/2022	8/29/2022	Washington, D.C.	124	\$ 300,711
Global Country Director Conference 2022	The Global Country Director (CD) Conference brought together post and Peace Corps Headquarters leadership from across the agency for the first time since the global evacuation. Leadership discussed the plan for the next four years and explored topics of regional and agency-wide importance in order to shape Peace Corps' future. This was the first in-person CD conference since the pandemic and the first time CDs from all regions have gathered since 2015.	9/10/2022	9/16/2022	Washington, D.C.	92	\$ 600,573*

\* M-17-08 requires that agencies publish the agency head's waiver to incur expenses exceeding \$500,000 on a single conference. This approval is attached hereto.



## MEMORANDUM

DATE: July 15, 2022

TO: Carol Spahn, Acting Director

THROUGH: Dave Noble, Chief of Staff  
Viqar Ahmad, CFO

FROM: Scott Beale, Associate Director, Global Operations

SUBJECT: Waiver for Cost of 2022 Global Country Director Conference

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### Request

Please review the requested waiver below and the enclosed pre-approval form for the 2022 Global Country Director conference. A waiver is requested as the conference is projected to cost more than the \$500,000 threshold. We ask that you please complete your review **by COB July 20, 2022.**

### Background

The Global Country Director Conference will bring together Post and Headquarters leadership from across the agency for the first time since the global evacuation. This will be the first in-person conference of any sort since the pandemic and the first time Country Directors (CDs) from all regions have gathered together since 2015. Agency leadership will discuss the Peace Corps' return to service and explore topics of regional and agency-wide importance.

As Peace Corps Volunteers return to service, it is critical that post and agency leadership gather together and within Regions to reconnect, align around the mission, and discuss Strategic Objectives and Performance Goals under the FY22-26 Strategic Plan. The Plan, official as of April 2022, lays out an ambitious and bold future for the agency as we reimagine service, advance equity, and deliver quality.

The conference will be held at the Westin Hotel in Washington, DC. This venue was selected after a competitive bidding process that considered conference space capacity, proximity to public transportation and dining, and fit within local per diem rates.

The conference planning team is working with relevant Headquarters offices to ensure added measures and protocols are in place to safeguard everyone's health in light of COVID-19. This will include a conference preparation bag with mask and hand sanitizer, clear protocols for care during the conference, as well as COVID-19 rapid tests on site, and/or prearranged PCR tests for travelers with host country testing requirements for reentry. Thus, with these added safety measures, we project higher costs different from prior years.

The total estimated cost for the conference is \$546,878. This is based on estimated travel, lodging, and per diem costs for CDs and Acting CDs coming from overseas posts, as well as headquarters staff outside of the D.C. duty station that will require travel and other accommodations. This total also includes costs associated with supplies for the conference, speakers' accommodations, and miscellany detailed in the attached Pre-Conference Approval Template. This cost is higher than the \$500,000 threshold and requires approval from agency leadership to waive the requirement.


**Recommendation:** Clearance on the Waiver for Cost of 2022 Global Country Director Conference is recommended.

**Decision:**

Approve/date 07/20/2022

Disapprove/date \_\_\_\_\_

Needs discussion/date \_\_\_\_\_

By the CEO: Spahn, Carol  Digitally signed by Spahn, Carol  
Date: 2022.07.20  
12:26:21 -04'00'

Attachment: Pre-Approval form

**Clearance:**

Chief Compliance Officer: EMILY  
HAIMOWITZ

Digitally signed by EMILY  
HAIMOWITZ  
Date: 2022.07.19  
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