



USAID | WEST BANK/GAZA

February 17, 2006
REF: 2006-WBG-10

TO: All USAID/West Bank and Gaza Contractors, Grantees and Recipients

SUBJECT: Request for information regarding conferences costs.

Dear Implementing Partners

The purpose of this notice is to request your assistance in providing our Mission information related to conferences costs allocated under USAID funded programs. This additional information is being requested from all Missions by USAID/Washington.

For the purpose of this exercise, a conference is defined as a meeting for consultation or discussion. The definition of conferences is consistent with ADS Glossary where it is defined as "short meetings among technical specialists or other working in a common field, generally of a week's duration or less, to discuss a particular topic of shared, professional interest". Training will not be defined within the parameters for conference reporting. Conference costs will be defined to include all cost associated with sending your personnel to conferences, plus full costs for any USAID conferences including travel and support, plus costs for sponsoring conferences and/or conference attendees.

The following outlines the two separate requests that we ask you to respond to no later than COB (Tel-Aviv time) on Wednesday February 22, 2006.

- 1) A full listing of each conference that received support from USAID during the period from October 1, 2004 and through December 31, 2005 under your respective prime awards. The following should be provided on a SINGLE information page for each conference during this period:
 - A. Contract/Agreement Number;
 - B. Name of the Contractor/Recipient;
 - C. Name of the conference;
 - D. Dates of conference, including Fiscal Year (2005 or 2006);
 - E. Description of conference (brief);
 - F. Conference location;
 - G. Number of employees that attended the conference;
 - H. Total number of conference attendees; and
 - I. Primary sponsor of the conference.
 - J. Cost

For your convenience please use the attached form (Annex A) to capture the above required information.

- 2) An estimate of the amounts that USAID expects to spend on conferences for the period from January 1, 2006 and through September 30, 2007 (or by the estimated completion date of your respective program) whichever comes first. The information should be projected using the same format prescribed as required for item 2 above (see Annex A).

Any questions pertaining to this request should be addressed to Hila Louwers of the Mission's Financial Management Office (FMO) at 03-511-4878 or hlouwers@usaid.gov.

Please submit the soft copy of your completed forms using the following e-mail address: wbgconf@usaid.gov. As stated above the deadline for this submission is February 22, 2006. Earlier submission will be encouraged.

Thank you in advance for your continued cooperation.

Sincerely,



Roy Plucknett
Contracting Officer
USAID/West Bank and Gaza



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ANNEX A

IN SUPPORT OF USAID WB/GAZA

One form to be filled out separately for each conference.

A	Contract/Agreement Number	
B	Name of the Contractor/Recipient	
C	Name of the Conference	
D	Dates of the Conference (using the following format; mm/dd/yyyy)	
E	Brief description of the Conference	
F	Conference Location	
G	Number of employees that attended the conference	
H	Total number of conference attendees	
I	Primary sponsor of the conference	
J	Cost	

Comments:

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