



Transmitted by Email

foia@americanoversight.org

November 20, 2020

Mr. Austin Evers
Executive Director
American Oversight
1030 15th Street, N.W.
Suite B255
Washington, D.C. 20005

Re: FOIA Request No. F-00168-20/2020-LIT-00009
First Interim Response

Dear Mr. Evers:

Enclosed with this letter is the United States Agency for International Development's (USAID) first production of records in response to your Freedom of Information Act (FOIA) request.

On April 8, 2020, you requested the following:

1. All email communications (including emails, email attachments, complete email chains, or calendar invitations) sent by John Barsa to any email addressed ending in .com/.net/.org/.edu/.mail; and
2. Email communications sent by Mr. Barsa during his time serving in any positions – including Assistant Administrator for USAID's Bureau for Latin America and the Caribbean and Acting Administrator - are considered responsive to this request.

In an email dated April 20, 2020, you amended your request to add the following:

All electronic calendars or calendar entries for John Barsa, including any calendars maintained on his behalf, reflecting events that took place from June 10, 2019, to the date the search is conducted. Calendars maintained for or by Mr. Barsa during his time serving in any USAID positions—including Assistant Administrator for USAID's Bureau for Latin America and the Caribbean and Acting Administrator—are considered responsive to this request. The search will be limited to electronic records from emails and calendars.

In addition, you agreed to close FOIA request F-00167 because it is being addressed with F-00168-20.

The time frame provided for the requested records is June 10, 2019 through the date the search is conducted.

To date we have conducted a search of the Bureau for Management, Office of the Chief Information Officer (M/CIO) for documents responsive to your request. USAID has finalized the review of a total of 292 pages.

During the Agency's review, a total of 51 pages were identified that require consultation with the U.S. Department of State, the U.S. Department of the Treasury, the National Security Council Executive Office of the President and/or the U.S. Department of Homeland Security. These pages require a consultation because they contain communications involving those agencies. After USAID receives recommendations for how the records should be released, they will be provided to you.

Please be advised that this is not our final response. We will continue to provide you with interim responses until such time all records have been reviewed.

If you have any questions about this FOIA request, please contact Kathleene A. Molen at Kathleene.Molen@usdoj.gov.

Sincerely,

Christopher Colbow, Chief
FOIA Public Liaison
FOIA Officer/Agency Records Officer
Bureau for Management
Office of Management Services
Information and Records Division

Enclosure: Responsive Records (241 pages)

June 10, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

June 11, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

June 17, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

June 18, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

June 24, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

June 25, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

July 1, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

July 2, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

July 8, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

July 9, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

July 15, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

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10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

July 16, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

July 22, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

July 23, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

July 25, 2019

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- ES Team Room,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:00 PM - 6:00 PM

Farewell Jim Richardson! -- Point IV Conference Room

Friends and Colleagues of Jim Richardson:

Please join us on Thursday, July 25th from 4:00 pm - 6:00 pm in the Point IV Conference room to celebrate Jim and wish him well in his new role!!

We will have refreshments, a few brief remarks and a lot of fun!

Please let me know if you would like to say a few words.

All are welcome -- spread the word and hope to see you there!

<i>*Note: if you cannot attend and would like to add a message to Jim's Farewell Book, please send them to Martha Van Lieshout at mvanlieshout@usaid.gov</i>

<i>Donations are welcome, but not required.</i>

July 29, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

1:00 PM - 2:00 PM

PCC on Venezuela

2:00 PM - 2:45 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(5);
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

July 30, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:15 AM - 10:45 AM

Coffee w/ Kelsey
RRB food court

11:00 AM - 12:00 PM

AA/LAC Trip Planning - Colombia -- LAC/SPO conference room; (b)(5); (b)(5) - Deliberative access
code: (b)(5);

Agenda

- Itinerary
- Logistics
- Questions/Next Steps

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Tony Chan, Outgoing Mission Director to Liberia.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5); (b)(5) -
Participant Code: (b)(5);
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Anthony (Tony) S. Chan is a member of the Senior Foreign Service and outgoing Mission Director of USAID/Liberia. The Mission is partnering with Liberia to strengthen institutions, drive economic growth and reduce poverty.

He was Acting Deputy Assistant Administrator, USAID/Bureau for Africa. He oversaw the Office of Sustainable Development, a team of over 70 technical experts in all areas of USAID programs. He also served as the Secretariat for the Trade Hub Management Council to provide strategic coordination among USAID's three flagship African Trade Hubs. The Office of West African Affairs was also under his purview. That office coordinates USAID's activities in 21 countries (12 with a USAID presence) with an annual budget of approximately \$1.7 billion.

Over his USAID career he has designed and implemented programs in cash transfer/policy reform, trade, customs, financial sector restructuring, privatization, fiscal and monetary policy, commercial law, and most recently large infrastructure programs. As a Regional Economic Advisor he provided technical support to USAID programs in twelve countries in East and Southern Africa.

Primarily as a result of his postings, he speaks French, Spanish, Bahasa Indonesia, and conversational Egyptian Arabic, and Haitian Creole.

He has a PhD in economics (International Finance, International Trade, Monetary, and Development) from UCLA.

July 31, 2019 Continued

Wednesday

3:00 PM - 3:30 PM

AA/LAC SIC Check-In -- Emily or Susanne's Cube

Quick check-in on SIC planning:
SIC Checklist-Status Update RSVP list Update Misc.

3:30 PM - 4:00 PM

Travel to Ecuador embassy

4:00 PM - 5:00 PM

Meeting with Ambassador of Ecuador -- Embassy of Ecuador in Washington D.C., 1990 M St NW 3rd Floor Suite 310, Washington, DC 20036, USA

August 1, 2019

Thursday

10:00 AM - 11:00 AM

WHA Directors Meeting -- State Department Room 6910

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

11:30 AM - 12:30 PM

AA/LAC Trip Planning Meeting - Ecuador -- LAC/SPO Conference Room
Moving to accommodate schedules.

2:15 PM - 3:15 PM

AA/LAC Trip Planning - Colombia -- LAC/SPO conference room (b)(5); (b)(5) - Deliberative access
code: (b)(5);

Agenda

- Itinerary
- Logistics
- Questions/Next Steps

2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

3:00 PM - 5:00 PM

Debbie's Retirement Farewell Open House -- LAC/CAR meeting area next to 5.08-095

Come have a drink in the best-lit area of LAC to celebrate the retirement of our very own Debbie Banks. Join us as we wish her luck in her next adventure.

If interested, please provide voluntary monetary donations to Molly Fellenbaum
(5.08-73) or on Venmo: @molly-fellenbaum. If interested in bringing a snack or beverage, please sign up using the sheet below.

<a

(b)(5)

August 1, 2019 Continued

Thursday

(b)(5)

4:30 PM - 5:00 PM

Briefing on W-GDP -- AA/LAC Conference Room

5:30 PM - 6:30 PM

Katherine Telford's Farewell -- Mission - Navy Yard, 1221 Van St SE, Washington, DC 20003, USA

August 2, 2019

Friday

All Day

On Leave

1:30 PM - 2:00 PM

Touch base on LAC internal swearing-in w/ Dave Kidney -- John's office (5.9-12)

2:30 PM - 3:30 PM

Briefing on Rural Access to Finance -- AA/LAC Conference Room

August 5, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

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10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

11:45 AM - 12:15 PM

Comms weekly look ahead -- John's office

1:30 PM - 2:00 PM

LAC Twitter War -- Point IV

POC: Hallam Overton, Taylor Slate

SA: no

Briefer: no

Dial in: (b)(5); (b)(5) -

Access code: (b)(5); (b)(5) -

2:00 PM - 2:45 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) Access Code: (b)(5)

Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

August 5, 2019 Continued

Monday

2:45 PM - 3:00 PM

set up for Jene's SIC with John

4:00 PM - 4:30 PM

Touch base on SIC logistics -- TBD

August 6, 2019

Tuesday

8:00 AM - 9:00 AM

Doctor's Appointment

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

11:00 AM - 1:00 PM

Murder board exercise with OFDA @ AA/LAC John Barsa -- LAC Large Conference Room

1:15 PM - 2:15 PM

Trip Countdown with Colombia team -- AA/LAC Conference Room; (b)(5) Access: (b)(5); (b)(5) - Host code (DC only): (b)(5)

2:15 PM - 2:30 PM

Dry run of show for SIC -- Point IV

3:00 PM - 5:00 PM

Swearing-in ceremony for AA/LAC John Barsa -- Point IV

POC: Alex Dehelean

Staff: LAC

SA: No

Briefer: Yes

10:00 PM - 11:00 PM

2020 Vision: FY2020 Country Roadmaps Rollout Webinar -- AIDConnect:

(b)(5)

2020 VISION: FY2020 Country Roadmaps Rollout Webinar

The FY 2020 Country Roadmaps Rollout is fast approaching. The Self-Reliance Metrics Team will host two webinars to brief colleagues in the field and in Washington on what to expect for this year's rollout. The webinars will cover:
New additions and changes that have been made to the FY 2020 Country RoadmapsThe socialization process for engaging with country partners prior to the external launchAn update on how to use Roadmaps in the CDCS processThirty minutes will be allocated for Q&A, and the J2SR Metrics Team encourages all participants to ask any and all questions.

Given that we expect a high volume of interest in this webinar, we strongly encourage Washington and field colleagues to host watch parties.

Agenda:

Welcome and introsOverview of FY 2020 Roadmap launchDiscussion of what's different/Roadmap changesTimeline for socializing with host country partners prior to external launchUpdate on Roadmaps in the CDCSQ&A - 30 minutes
Where: AIDConnect: (b)(5); (b)(6) Tuesday, August 6 at 10:00pm EDT and Thursday, August 8 at 8:00am EDT
Who: USAID employees

To learn more, please visit the ProgramNet Event

August 6, 2019 Continued

Tuesday

Page. A recording of the webinar will be shared on the ProgramNet event page in the days following the event.

<i>Please note: If you experience technical difficulties accessing the AIDConnect room, please try copying and pasting the URL into a different browser. You can also email programnet@usaid.gov for technical support.</i>
<i>
</i>
<i>If you have any questions about the event, please contact John Gardner (jgardner@usaid.gov). </i>

August 7, 2019

Wednesday

10:00 AM - 10:30 AM

Meeting with SDAA Acevedo on OAS letter -- AA/LAC Conference Room

11:00 AM - 11:45 AM

Barsa, John (399105) USAID TDY to Ecuador/Colombia leaving 8/11; 202-712-4800; *Please bring vaccination records and travel orders to appointment. -- SA-1 Columbia Plaza 2401 E St. NW Washington D.C. 20521 Room L-201

****PLEASE BRING YELLOW BOOK/IMMUNIZATION RECORDS****

Please fill out attachments.

Along with attachments bring your travel orders (HARD COPY/ MUST PRINT & BRING) and yellow book and/or Immunization records.

Please have everything completed and filled out prior to coming in for appointment.

Clinics appointment hours are Monday, Tuesday, Wednesday & Friday
8:15am- *3:30pm

Thursdays 10:00am- *3:30pm
(*last appointment time)

Thanks ☺

US Dept. of State
Travel Medicine & Immunizations
SA-1 Columbia Plaza
202-663-3974

Directions to SA-1:

SA-1 Columbia Plaza, Rm L-201, 2401 E. Street, NW Washington, DC
20520 (202) 663-3974

Metro: Foggy Bottom ----> Travel right down 23rd Street passing the green Columbia Plaza banner until you reach the corner.

Turn right at the corner down E. Street. Turn right under the overpass into the black doors on the left.

L-201 located on the Second level straight ahead from the Security check point.

August 7, 2019 Continued

Wednesday

2:00 PM - 3:00 PM

Trip countdown for Ecuador -- AA/LAC Conference Room / (b)(5); (b)(5) - Deliberative access code:
(b)(5)

3:00 PM - 5:00 PM

Murder board with Quito Embassy PAS & USAID AA/LAC John Barsa -- Large Conference Room (5.9-40)

August 8, 2019

Thursday

9:30 AM - 10:00 AM

ES Overseas Training - Slide Deck -- Adriel's Ofc 6.8.032
John,

Following up on our conversation yesterday, linked below is the current version of the ES overseas training material. As I mentioned, we have tried to capture all items that ES handles that may be of interest to the field, and happy to customize, as needed.

(b)(5)

I look forward to working with you and your team to determine the best way forward.

Adriel

10:00 AM - 11:00 AM

Hold for murder board VTC w. AA Barsa on RFI/Safe Steps events
All,

As you know AA Barsa is interested in having a murder board VTC to prep for the RFI event on Monday, August 12. This time seems to work for everyone, including AA Barsa.

Regards,

Camila

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

11:30 AM - 12:00 PM

SOAR Discussion -- John's Office (5.9-12)

August 8, 2019 Continued

Thursday

1:00 PM - 1:30 PM

UNGA Check in with Susanne

2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

6:30 PM - 7:30 PM

Dr Paul Appointment

August 9, 2019

Friday

1:30 PM - 2:00 PM

Taxing Memo Discussion -- AA/LAC Conference Room

3:00 PM - 4:00 PM

Read LAC intel book -- POC: Susanne Cassil, 2-1470, US-RRB-ConfRm-6th_Floor_SCIF-USAID
SCIF Attendee Guidelines:

- Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
- Validate appropriate clearance level of attendees upon their arrival.
- No electronic devices, food or drink allowed.
- Do not leave trash behind (there are no trash cans within the SCIF).
- Documents that are left behind in the SCIF will be shredded.
- Notify ES OMS Team of changes, or cancellations, prior to scheduled event by emailing esofcmgmtsupport@usaid.gov.
- Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

August 11, 2019

Sunday

6:50 AM - 9:32 AM

Flight to Miami (AA 391) -- Washington DCA

American flight 391

Washington DCA 6:51am (local time) - Miami MIA 9:04am (local time)

Confirmation number: (b)(6)

10:55 AM - 2:35 PM

Flight to Bogotá (AA 913) -- Miami MIA

American flight 913

Miami MIA 10:47am (local time) - Bogotá BOG 1:28pm (local time)

Sunday

Confirmation number: (b)(6)

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

2:00 PM - 2:45 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(5);
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

2:00 PM - 3:00 PM

T3 Debrief Prep -- LAC/AA Conference Room 5.09.10

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- ES Team Room,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

August 16, 2019

Friday

7:42 AM - 9:25 AM

Flight to Quito (AV 8371) -- Bogotá BOG

Avianca flight 8371

Bogotá BOG 7:04am (local time) - Quito UIO 8:54am (local time)

Confirmation number: (b)(6)

August 17, 2019

Saturday

12:30 AM - 5:39 AM

Flight to Atlanta (DL 680) -- Quito UIO

Delta flight 680

Quito UIO 11:40pm (local time) - Atlanta ATL 6:01am (local time)

Confirmation number: (b)(6)

8:29 AM - 10:12 AM

Flight to Washington (DL 2594) -- Atlanta ATL

Delta flight 2594

Atlanta ATL 8:24am (local time) - Washington DCA 10:03am (local time)

Confirmation number: (b)(6)

August 19, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

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10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

1:30 PM - 2:00 PM

Reminder: Print out agendas

2:00 PM - 2:45 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) Access Code: (b)(5);

Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
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4. Press Updates
5. Budget Updates
6. All Other Business

August 20, 2019

Tuesday

9:30 AM - 10:30 AM

Coffee with Bridey Joyce -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

August 21, 2019

Wednesday

9:00 AM - 9:30 AM

Reminder: Set out flags

9:30 AM - 10:30 AM

Swearing in Ceremony

2:00 PM - 3:00 PM

Venezuela Pizarro Meeting w/ USAID CoS Steiger, LAC FO, OFDA; State & NSC -- Ronald Reagan Building, AA/LAC Conference Room 5.9.10

KINDLY NOTE THAT THIS MEETING WILL LIKELY BE IN SPANISH

Miguel Pizarro: A Venezuelan politician currently in his second term as a deputy of the National Assembly of Venezuela.

Meeting purpose: Focus is on the report "Humanitarian Response Plan" issued by the UN Office for the Coordination of Humanitarian Affairs and to continue a discussion on coordination between USG and the Interim Government.

4:30 PM - 5:30 PM

Reminder: Compile Senior Staff Meeting Notes

5:00 PM - 5:30 PM

Reminder: Send Welcome Home Document to LAC FO to Review

August 22, 2019

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

9:30 AM - 10:00 AM

Have Steve Review Welcome Home Packet

11:00 AM - 11:30 AM

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2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

August 23, 2019

Friday

9:30 AM - 10:00 AM	Reminder: Send out senior staff agenda
12:00 PM - 12:30 PM	Reminder: Talk to Steve re: ES request
3:30 PM - 4:00 PM	Reminder: Check with Elizabeth re: UNGA
4:00 PM - 4:30 PM	Reminder: BCL for VZ remarks

August 26, 2019

Monday

9:00 AM - 9:30 AM	Reminder: John H. & Barbara re: StaffCare
9:30 AM - 10:00 AM	Print out calendars and welcome memo
10:00 AM - 11:00 AM	LAC FO Weekly Huddle/Welcome Back -- AA/LAC Conference Room
12:00 PM - 12:30 PM	Pre-brief: StaffCare All Hands Discussion -- AA/LAC Conference Room
1:00 PM - 1:30 PM	Reminder: FACTS training - Christina
1:30 PM - 2:00 PM	Reminder: Print out final BCL VZ Remarks
3:00 PM - 3:45 PM	AA Pre Brief: Remarks for VZ Challenge Partners Events -- AA/LAC Conference Room "Please join USAID and IDB as the keynote speaker for our Venezuela Challenge Donor Agency Event on Tuesday, August 27th from 10:30 am to 12:00 pm and the Partner Socialization Workshop on Thursday, August 29th from 9:30 am to 12:30 pm. The first event will bring together representatives from donor and multilateral agencies from around the world. The second event brings together faith-based organizations, Venezuelan diaspora groups, LAC academic experts, and NGOs responding to and/or impacted by the regional crisis. It is our goal to recruit potential foundational, operational, and outreach partners, gather regional expertise and feedback on the Challenge approach, and socialize the Challenge. We ask for a 5-7 minute presentation on the current regional crisis and how USAID seeks to find innovative solutions over the next 24 month challenge. The Secretariat will then present on the mechanics of the Challenge to the representatives and allow them to ask questions on how it will be run. We would like to be as inclusive as possible and have the organizations see where

August 26, 2019 Continued

Monday

they may fit into the process. With your keynote presentation, we hope to amplify the Challenge and excite these organizations into becoming potential partners."

4:00 PM - 4:45 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(5);
Agenda for LAC Senior Staff Meetings (b)(5) -

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

4:30 PM - 5:00 PM

Send out reminder to fill in senior staff notes

5:00 PM - 5:30 PM

Receive BCL: Amb. Arregea & Amb Johnson

5:00 PM - 5:30 PM

Receive PAHO BCL

August 27, 2019

Tuesday

9:00 AM - 9:30 AM

Meeting with Dr. Ludy Green -- John's Office; 5.9-12

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:30 AM - 12:00 PM

Regional Venezuela Crisis Challenge Government Partners Event -- Point Four

The U.S. Agency for International Development (USAID) and the Inter-American Development Bank (IDB) warmly invite you to the Government Partners Meeting for the Regional Venezuela Crisis Challenge.

Venezuela's political and economic crisis—reported to be one of the world's deepest economic declines outside of war or disaster in the last half century— has led to severe food and medicine shortages and has driven a staggering four million people to flee the country since 2014.

Through a regional Challenge, USAID and IDB are mobilizing a broad coalition of partners to support the ongoing needs of Venezuelans who have fled to neighboring countries, as well as their host communities. The forthcoming global initiative will elevate Venezuelan voices and combine their insights with the world's collective genius to develop innovative solutions from anywhere in the world.

USAID and the IDB are convening this meeting to build on previous engagement with government partners, provide updates, and explore potential partnerships in advance of the official Challenge launch.

August 27, 2019 Continued

Tuesday

In advance of the meeting, we ask you to consider the following questions:

How is the regional crisis impacting your priorities and interests, in terms of risks, concerns, or barriers?

How can the Challenge help address your priority issues in a way that traditional donor programming cannot, and how can the Challenge complement ongoing efforts to alleviate the effects of the regional Venezuela crisis?

To register, complete this form. We encourage your delegation to register 2-3 participants, including representatives with technical and regional expertise for this Challenge. For Executive Directors of the Inter-American Development Bank, the meeting is open to all member countries represented by each chair. For questions, contact Rebecca Obrock at robrock@usaid.gov.

This meeting is invitation-only.

1:30 PM - 2:30 PM

ZemiTek Update Discussion -- AA/LAC Conference Room

2:00 PM - 3:00 PM

Meet and Greet with LAC/SPO and FO Support Staff -- LAC SPO conference room

Hi - we thought it'd be beneficial to have an informal meet n greet with the SPO staff to help explain the different portfolios and also put names to faces.

3:00 PM - 4:00 PM

LAC (All hands meeting) -- US-RRB-ConfRm-7.08.450_460-USAID

3:00 PM - 4:00 PM

LAC All Hands Meeting - StaffCare -- Nelson Mandela Conference Room, 7.08.450; Dial in:

(b)(5); (b)(5) - Access: (b)(5)

3:45 PM - 4:15 PM

Pick up Amb. Johnson

4:30 PM - 5:00 PM

Internal LAC PAHO Discussion -- AA/LAC Conference Room

August 28, 2019

Wednesday

10:30 AM - 11:00 AM

John's Columbia/Ecuador Voucher -- Susanne's space

12:30 PM - 1:00 PM

Pickup Brian Branch

1:00 PM - 2:00 PM

John Barsa Meeting with Brian Branch (WOCCU) -- Ronald Reagan Building; AA/LAC Conference Room
Please see below entrance instructions into the Ronald Reagan Building:

US Agency for International Development
Ronald Reagan Building
1300 Pennsylvania Ave, NW

August 28, 2019 Continued

Wednesday

Washington, DC 20523

Please use the 14th Street entrance of the Ronald Reagan Building, located at 1300 Pennsylvania Avenue NW. Once you pass through the metal detectors, the main entrance for USAID is on the left. You will need to check in with the front desk, please bring a valid ID or Passport (passports are preferred for Foreign National Guests). Please arrive at least 15 minutes prior to the meeting in order to have sufficient time to pass through security. At the front desk, you may tell them that you have a meeting with the LAC Bureau, your contact is Susanne Cassil, and to contact our main line at 202-712-4800.

Should you have any issues, please do not hesitate to reach out to the USAID/LAC Bureau Main Line 202-712-4800.

4:30 PM - 5:00 PM

Receive BCL Dr. Manuel Orozco

August 29, 2019

Thursday

8:00 AM - 11:00 AM

Drs Appointment

8:30 AM - 9:30 AM

Read LAC intel books -- POC: Susanne Cassil, 2-1470, US-RRB-ConfRm-6th_Floor_SCIF-USAID
SCIF Attendee Guidelines:

- Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
- Validate appropriate clearance level of attendees upon their arrival.
- No electronic devices, food or drink allowed.
- Do not leave trash behind (there are no trash cans within the SCIF).
- Documents that are left behind in the SCIF will be shredded.
- Notify ES OMS Team of changes, or cancellations, prior to scheduled event by emailing esofcmgmtsupport@usaid.gov
- Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

August 29, 2019 Continued

Thursday

10:00 AM - 12:30 PM

Regional Venezuela Crisis Challenge Partner Socialization Workshop -- Inter-American Development Bank, 1300 New York Ave NW, Washington, DC 20577, USA

The U.S. Agency for International Development (USAID) and the Inter-American Development Bank (IDB) warmly invite you to the Partners Socialization Workshop for the Regional Venezuela Crisis Challenge.

Venezuela's political and economic crisis—reported to be one of the world's deepest economic declines outside of war or disaster in the last half century— has led to severe food and medicine shortages and has driven a staggering four million people to flee the country since 2014.

Through this Challenge, USAID and IDB are mobilizing a broad coalition of partners to support the ongoing needs of Venezuelans who have fled to neighboring countries, as well as their host communities. The forthcoming global initiative will elevate Venezuelan voices and combine their insights with the world's collective genius to develop innovative solutions from anywhere in the world.

USAID and IDB are convening this event in advance of the official launch of the Challenge to engage potential partners who can help us make the Challenge successful and impactful. Our goal is to gather feedback to the following questions and explore potential partnerships.

In advance of the meeting, we ask you to consider the following questions:

How is the regional crisis impacting your organization's priorities and interests, in terms of risks, concerns, or barriers?

How can the Challenge help address your organization's priority issues, and how can we collaborate to alleviate the effects of the regional crisis on Venezuelans and host communities?

To register, complete this form. Please limit your registration to no more than 2 participants per organization. For questions, contact Rebecca Obrock at robrock@usaid.gov.

This workshop is invitation-only.

11:00 AM - 12:00 PM

Meeting with Dr. Manuel Orozco (IAD) -- LAC Large Conference Room
Susanne:

As discussed, Dr. Manuel Orozco, our Chief of Party for USAID Guatemala's Opportunities for My Community activity, implemented by the Inter-American Dialogue, is interested in meeting with John Barsa. Considering John is currently out, could you please let us know when he will have an hour, maybe next week? The purpose of this meeting is to inform him on Guatemala's activity focused on remittances and financial intelligence, and the recent studies on migration. We will provide a BCL.

August 29, 2019 Continued

Thursday

Carlos R. Hasbun, Ph. D.
Economic Growth Field Advisor
Office of Regional Sustainable Development
Bureau for Latin America and the Caribbean (LAC RSD)
US Agency for International Development (USAID)
Ronald Reagan Building, Washington, D.C.
Tel: (202) 712 5340 Cel: (b)(6)

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

12:00 PM - 12:30 PM

Reminder: Send out senior staff notes to LAC --

12:30 PM - 1:00 PM

WebTA

1:30 PM - 2:30 PM

OE Travel Budget for FY 2020 Quarter 1 Review -- AA/LAC Conference Room

3:30 PM - 4:00 PM

Update on the Zemitek Contract -- AA/LAC Conference Room
All,

AA John Barsa and I need to provide and update on the Zemitek contract for all of you. Please come to the AA/LAC conference room during this time so we can discuss this important issue. Please let me know if you are unable to attend at this time and I will come talk to you personally. Thanks.

August 30, 2019

Friday

8:30 AM - 9:30 AM

It's been too long! Coffee Time -- RRB food court; in front of Larry's Cookies
Please stop by to chat with your fellow appointees.
No expectation that you stay for the entire time, just drop in to say hi for as long as you can.

9:30 AM - 10:00 AM

Reminder: Send out senior staff agenda

10:00 AM - 11:00 AM

LAPOP Briefing from Vanderbilt University -- SPO/LAC Conference Room

August 30, 2019 Continued

Friday

2:00 PM - 3:00 PM

T3 Debrief w/ LAC Transformation Team -- AA/LAC Conference Room; Conference Line Available

(b)(5); (b)(5) -

Access Code: (b)(5)

Host Code: (b)(5)

3:00 PM - 4:00 PM

DR and Haiti Trips: Draft Itinerary Overview -- AA/LAC Conference Room

September 2, 2019

Monday

All Day

Labor Day - Out of Office

September 3, 2019

Tuesday

9:00 AM - 9:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

9:30 AM - 10:00 AM

Travel to WHA

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:45 AM - 11:15 AM

Return to RRB

11:30 AM - 12:00 PM

Comms weekly look ahead -- John's office

12:00 PM - 1:00 PM

INC1501416 - Susanne Cassil - iPhone 8 64 GB - Upgrade -- Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA
RRB Floor B3-6J

1:00 PM - 1:30 PM

AA Briefing: IAF Transfer -- AA/LAC Conference Room

(b)(5)

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(5)
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

3:00 PM - 4:00 PM

Meeting on Regional Oversight Plans and Activities -- Front Office Room - 6.06-110

Tuesday

John Barsa/Irene Koek Meeting -- John's Office: 5.9-12

Send out reminder to fill in senior staff notes --

Wednesday

BPR-Hiring and Performance Mgmt (Only Civil Service, PSC, contractors) -- RRB 6.6-120 call in (b)(5)
(b)(5) password (b)(5)

This is session one of two offered and is intended for only Non-Foreign Service Officer staff (all hiring mechanisms except FSO and FSL)

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

-Some sessions are intended for certain types of hiring categories, as an example when the team discusses performance management we are going to do Civil Service and Foreign Service in separate sessions because the material is so different. If a session is limited to a certain category please make sure you fall in that category before you attend.

-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks. &

Pickup PAHO guests

RPR-Workforce Planning (Only Staff-no supervisors) -- RRB 6.08-083 Call in (b)(5) password (b)(5)

This is session one of two offered and is intended for only Non-Supervisors

LAC Team,

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-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

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Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

Wednesday

2:15 PM - 2:45 PM

Meeting with Sara & Emily -- John's Office

3:00 PM - 3:30 PM

Hurricane Dorian Update -- AA/LAC Conference Room

Good afternoon,

This is a last minute meeting for John to give an update from the Hurricane Dorian PCC he just attended from 12:00-1:30PM today.

Thank you,

-Susanne

3:30 PM - 5:00 PM

VTC Retirement Ceremony for Ambassador Ayalde (SOUTHCOM) -- RRB 7.06-136

This is the retirement ceremony for Ambassador Ayalde, The Civilian Deputy Commander at SOUTHCOM. The VTC will take place in the CMC conference room. RRB 7.06-136. You must leave your cell phone outside the door of CMC. Anyone is welcome to attend and observe. Thanks.

4:45 PM - 5:15 PM

DCHA Work in Bolivia Discussion -- AA/LAC Conference Room; Dial in:(b)(5) **Access Code:**

(b)(5)

5:00 PM - 5:30 PM

Depart for Chiropractor

7:00 PM - 8:00 PM

Chiropractor Appointment

Thursday

9:00 AM - 10:00 AM

BPR-Hiring and Performance Management (FSO and FSL only) -- RRB 7.06-230 call in (b)(5)

Password (b)(5);

This is session one of two offered and is intended for only FSO and FSL hiring mechanisms

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

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-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

September 5, 2019 Continued

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

10:00 AM - 11:00 AM

BPR-Hiring and Performance Mgmt (Only Civil Service, PSC, contractors) -- RRB 7.06-230 Call in (b)(5)
(b)(5) password (b)(5)

This is session two of two offered and is intended for only Non-Foreign Service Officer staff (all hiring mechanisms except FSO and FSL)

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

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-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

11:00 AM - 12:00 PM

BPR-Workflow (Taskers and Clearances) Open to all -- Call in (b)(5) password (b)(5) CALL IN ONLY

This is session two of two offered and is intended anyone who wants to attend

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

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-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least

Thursday

1:00 PM - 2:00 PM

(b)(5)

1:00 PM - 1:30 PM

AID-20-0782, 20-0783-A-000024

September 5, 2019 Continued

Thursday

To: Manning, Darren (E3/E&I/EU) [USAID] <dmanning@usaid.gov>, Rodger Garner <rgarner@usaid.gov>

FYA. I asked USAID FOIA for an extension through Sept 20.

- 1) All communication between participants, visitors, or producers of the concert with staff or institutions of the USAID in connection to the trucks of aid and/or the concert,
- 2) The catalog and/or list of all humanitarian aid, such as food, medicine, hygiene items, etc., brought by USAID into Colombian Territory to drive into Venezuela in January and February 2019,
- 3) All communication between Juan Guaido and/or representatives of his and/or members of his staff with USAID, its staff or subsidiaries on Colombian territory,
- 4) All instructions and guidance given to USAID staff and/or workers traveling to Colombia for the events on 2/22/2019 and 2/23/2019,
- 5) All reports provided by USAID staff, workers and/or sponsored organizations in relation to the events on the Venezuela-Colombia border from 2/22-23/2019, and 6) All 2019 funding projects in Venezuela or related to Venezuela sponsored by USAID.

From: Chan, Carol (DCHA/OFDA) [USAID]

Sent: Wednesday, August 21, 2019 3:21 PM

To: VENRMT_RM

Cc: Stora, Dennis; Lauer, Aimee (DCHA/OFDA) [USAID]; Channell, Kasey (DCHA/OFDA) [USAID]; Beers, Mia (DCHA/OFDA) [USAID]; Genthon, Sharmel [USAID]; Mahoney, Alex [USAID]

Subject: Fwd: 507-2 FOIA Action Form-Request for Documents - F-00218-19

Hi Jessie, over to you. Thank you . carol

----- Forwarded message -----

From: Tiffany Lipford <tlipford@usaid.gov>

Date: Wed, Aug 21, 2019 at 3:13 PM

Subject: Fwd: 507-2 FOIA Action Form-Request for Documents - F-00218-19

To: SMT <SMT@usaid.gov>, DCHA.OTI Program Office Mail List (USAID) <dcha.otiprogramofficemaillist@usaid.gov>, Jessica Hartl <jhartl@usaid.gov>, DRG Center Tasker <drgtasker@usaid.gov>

Cc: Carol Chan <cchan@usaid.gov>, Karma Lively <klively@usaid.gov>,

September 5, 2019 Continued

Thursday

Matthew Nims <mnims@usaid.gov>, DCHA_FOIA <dcha_foia@usaid.gov>, Pamela Arrington-Campbell <parringtoncampbell@usaid.gov>, Joseph Taggart <jtaggart@usaid.gov>

Good Afternoon DCHA,

The Freedom of Information Act (FOIA) allows for the full or partial disclosure of previously unreleased information and documents controlled by the United States government. The act defines agency records subject to disclosure, outlines mandatory disclosure procedures and grants nine exemptions to the statute. The USAID FOIA office is requesting your assistance with completing the attached FOIA request F-00218-19. For further details concerning this request, please see the attached correspondence.

Please provide the requested documentation and/or respond in writing your recommendation(s) to withhold any portion/entire documents (with justification).

All responses are due to me by Noon, August 28, 2019.

Many thanks,

Tiffany

----- Forwarded message -----

From: <parringtoncampbell@usaid.gov>

Date: Tue, Aug 20, 2019 at 1:57 PM

Subject: 507-2 FOIA Action Form-Request for Documents - F-00218-19

To: <tclipford@usaid.gov>, <croyalty@usaid.gov>, <nstrand@usaid.gov>, <avieco@usaid.gov>

Cc: <DCHA_FOIA@usaid.gov>, <rdiakite@usaid.gov>, <mgriego@usaid.gov>

Request for Documents for Request # 'F-00218-19'. Your response due date is: 8/27/2019 12:00:00 AM Message from SENDER:

Request for Documents for Request # 'F-00218-19'. Due Date: 08/28/2019.

Request Description: Requests records relating to the USAID's funding, sponsoring and/or support of the Venezuela Aid Live concert,

Thursday

also known by "Music for Venezuela: Aid and Freedom" held on 2/22/2019 and 2/23/2019 in Cucuta, Colombia and the USAID's funding, sponsoring and/or support of the trucks which attempted to cross the Colombia-Venezuela border on 2/22/19 and 2/23/2019, regarding the following:

1) All communication between participants, visitors, or producers of the concert with staff or institutions of the USAID in connection to the trucks of aid and/or the concert, 2) The catalog and/or list of all humanitarian aid, such as food, medicine, hygiene items, etc., brought by USAID into Colombian Territory to drive into Venezuela in January and February 2019, 3) All communication between Juan Guaido and/or representatives of his and/or members of his staff with USAID, its staff or subsidiaries on Colombian territory, 4) All instructions and guidance given to USAID staff and/or workers traveling to Colombia for the events on 2/22/2019 and 2/23/2019, 5) All reports provided by USAID staff, workers and/or sponsored organizations in relation to the events on the Venezuela-Colombia border from 2/22-23/2019, and 6). All 2019 funding projects in Venezuela or related to Venezuela sponsored by USAID.

Dear LAC, DCHA, USAID/Colombia, USAID/Peru:

Please request possible responsive documents and release recommendations (sensitivities/harms) if in the public domain. If you should have additional questions, please email or call me. Thank you.

Pam A-Campbell, M/MS/IRD, 2-4476

2:00 PM - 3:00 PM

BPR-Hiring and Performance Management (FSO and FSL only) -- RRB 6.08-083 call in (b)(5); (b)(5) -
Password (b)(5); Deliberative

This is session two of two offered and is intended for only FSO and FSL hiring mechanisms

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

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-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

September 6, 2019

Friday

9:30 AM - 10:30 AM Meeting with Chilean Charge -- AA/LAC Conference Room

9:30 AM - 10:00 AM Reminder: Send out senior staff agenda

3:00 PM - 4:00 PM Hurricane Dorian Bahamas LAC Response Working Group -- Conference room 5-9.40

10:55 PM - 12:00 AM Flight to Miami (AA 918) -- Lima LIM
American flight 918
Lima LIM 9:55pm (local time) - Miami MIA 4:52am (local time)

Confirmation number: (b)(6)

September 7, 2019

Saturday

12:00 AM - 4:52 AM Flight to Miami (AA 918) -- Lima LIM
Please See Above

September 9, 2019

Monday

9:30 AM - 10:30 AM SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410
The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM LAC FO weekly huddle -- John's office (5.9-12)

11:45 AM - 12:15 PM Pick up Alison

4:30 PM - 5:00 PM Send out reminder to fill in senior staff notes

September 10, 2019

Tuesday

10:00 AM - 11:00 AM AA Barsa Haiti Trip Planning Call -- Back of CAR
Dial In Info:
International: (b)(5); (b)(5) -
Toll Free: (b)(5); (b)(5) -
Deliberative
Passcode: (b)(5);
(b)(5) -
Agenda forthcoming

10:00 AM - 10:45 AM WHA Directors Meeting -- State Department Room 6910

September 10, 2019 Continued

Tuesday

11:00 AM - 12:00 PM

BPR-Customer Service (Anyone who wants to attend) -- 6.08-083 Call in (b)(5) password (b)(5)

This is session two of two offered and is intended for anyone who wants to attend-will update later with a location

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

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-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

11:00 AM - 12:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(5);

2:00 PM - 3:30 PM

LAC All Hands Meeting -- Point IV; Dial in: (b)(5) Access: (b)(5) Host Code (dialed by DC): (b)(5)

September 11, 2019

Wednesday

9:30 AM - 10:00 AM

Call: WFP Discussion (LAC/OFDA) -- Dial in: (b)(5) Access: (b)(5)

10:00 AM - 11:00 AM

AA Barsa Trip Planning Call #2 -- Back of CAR
Dial In Info:

International: (b)(5)

Toll Free: (b)(5)

Passcode: (b)(5)

10:00 AM - 10:30 AM

Receive Brazil Office BCL

10:30 AM - 12:00 PM

DVC on Venezuela Challenge w/ South America Missions -- Large Conference Room (5.9-40)
POC:

David Bendana
LAC/SA
dbendana@usaid.gov

202-712-5155

10:30 AM - 12:00 PM

INSTRUCTIONS for DVC on Venezuela Challenge w/ SA Missions

We have setup a bridge for tomorrow's DVC. To join the video conference call from a USAID's Network VTC please dial in <u>7509040</u>.
We will open the bridge at 10am EST for a brief check so please call-in at 10 to check

September 11, 2019 Continued

Wednesday

the connection. The DVC will start at 10:30am.

We look forward to introducing the Challenge and hearing your thoughts!

12:30 PM - 1:00 PM

Reminder: Pick Up Philip DeCosse

1:00 PM - 1:30 PM

Meeting with Philip DeCosse (Chemonics) -- RRB; John's Office

2:45 PM - 3:00 PM

Reminder: Pick up Brian Murphy from Lobby

3:00 PM - 4:00 PM

Meeting with DHS PDUS Brian Murphy on NT Metrics -- RRB; AA/LAC Conference Room

4:00 PM - 4:30 PM

Draft Employment Framework Briefing; E3 -- LAC Large Conference Room

Dear Colleagues:

I am reaching out to you to introduce you to two new Agency resources developed by E3 staff jointly with Agency colleagues to support Missions throughout the Program Cycle.

The first is the USAID Framework for Employment Programming, which was developed to help USAID staff and development partners better understand employment challenges in USAID partner countries and design evidence-based interventions that support more and better jobs.

The second resource, a much pithier Playbook for the Field, was created to enable USAID staff to effectively apply what is presented in the Framework to their development programs.

The Framework and Playbook are the result of a thoughtful, nearly year-long collaboration among E3, DCHA, BFS, Lab and PPL staff that had as its goal to articulate a holistic approach to the issue of employment, given its importance in helping countries to advance along the Journey to Self-Reliance. Agency Economist Louise Fox also played a key technical guiding role on this work while still here at USAID.

Please note that regional bureau technical staff contributed to the Framework's development during an Agency-wide comment period and in-depth meetings via EconNet and the Education Sector Council.

Anastasia De Santos, the E3 Economist who has coordinated this effort, and Jack Hawkins, our Senior Advisor who has provided management oversight of this work (both copied above), would happy to present the Framework and Playbook to your bureaus, as well as get your feedback on their utility for use in your regions. They will be in touch with your bureau staff shortly to offer to arrange a presentation / discussion.

Thanks in advance for your interest.

Best,

September 11, 2019 Continued

Wednesday

Carrie

Carrie A. Thompson

Acting Assistant Administrator, USAID Bureau for Economic Growth,
Education, and Environment (E3)

September 12, 2019

Thursday

9:00 AM - 9:30 AM

Depart HST -- HST Garage

Good evening,

Motor pool is confirmed for 9:00 a.m. tomorrow, September 12 and can fit eight passengers. Please meet downstairs at 9.

Thank you,

Janelle

From: Leming, Christine A

<LemingCA@state.govmailto:LemingCA@state.gov>

Sent: Monday, September 9, 2019 4:00 PM

To: Nolan, Mariana M <NolanMM@state.govmailto:NolanMM@state.gov>;

Cassil, Susanne (LAC/AA)

<scassil@usaid.govmailto:scassil@usaid.gov>; Guest-Bakker, Janelle

R <GuestBakkerJR@state.govmailto:GuestBakkerJR@state.gov>

Cc: Kennedy, James P. (LPA/LEG/LR)

<jakennedy@usaid.govmailto:jakennedy@usaid.gov>; F-WH <F-

WH@state.govmailto:F-WH@state.gov>; Pezzullo, John L. (LPA/CL)

<jpezzullo@usaid.govmailto:jpezzullo@usaid.gov>; Killion, William

<KillionW@state.govmailto:KillionW@state.gov>; Longstreth, Miranda

L <LongstrethML@state.govmailto:LongstrethML@state.gov>; Moore,

Jessica L <MooreJL2@state.govmailto:MooreJL2@state.gov>; Norin,

Leakmy X <NorinLX@state.govmailto:NorinLX@state.gov>; Pons, Monica

(LPA/CL) <mpons@usaid.govmailto:mpons@usaid.gov>; Wells, Yvonne M

<WellsYM@state.govmailto:WellsYM@state.gov>; Wolfe, William E

<WolfeWE@state.govmailto:WolfeWE@state.gov>; INL-CONGRESSIONAL-DL

<INL-CONGRESSIONAL-DL@state.govmailto:INL-CONGRESSIONAL-

DL@state.gov>; Angelini, Mary M

<AngeliniMM@state.govmailto:AngeliniMM@state.gov>; Starks, Joia A

<StarksJA@state.govmailto:StarksJA@state.gov>; Bell, Bradford J

<BellBJ@state.govmailto:BellBJ@state.gov>; Fralish, Teresa M

<FralishTM@state.govmailto:FralishTM@state.gov>

Subject: RE: Rep Burgess Northern Triangle briefing request - SEP 12

Hi - DAS Rich Glenn will join this briefing for INL.

Thanks,

Christine

INL/Congressional

September 12, 2019 Continued

Thursday

Unclassified

From: Nolan, Mariana M <NolanMM@state.gov<mailto:NolanMM@state.gov>>
Sent: Monday, September 9, 2019 12:09 PM
To: Cassil, Susanne (LAC/AA)
<scassil@usaid.gov<mailto:scassil@usaid.gov>>; Guest-Bakker, Janelle
R <GuestBakkerJR@state.gov<mailto:GuestBakkerJR@state.gov>>
Cc: Kennedy, James P. (LPA/LEG/LR)
<jakennedy@usaid.gov<mailto:jakennedy@usaid.gov>>; F-WH <F-
WH@state.gov<mailto:F-WH@state.gov>>; Pezzullo, John L. (LPA/CL)
<jpezzullo@usaid.gov<mailto:jpezzullo@usaid.gov>>; Killion, William
<KillionW@state.gov<mailto:KillionW@state.gov>>; Longstreth, Miranda
L <LongstrethML@state.gov<mailto:LongstrethML@state.gov>>; Moore,
Jessica L <MooreJL2@state.gov<mailto:MooreJL2@state.gov>>; Norin,
Leakmy X <NorinLX@state.gov<mailto:NorinLX@state.gov>>; Pons, Monica
(LPA/CL) <mpons@usaid.gov<mailto:mpons@usaid.gov>>; Wells, Yvonne M
<WellsYM@state.gov<mailto:WellsYM@state.gov>>; Wolfe, William E
<WolfeWE@state.gov<mailto:WolfeWE@state.gov>>; INL-CONGRESSIONAL-DL
<INL-CONGRESSIONAL-DL@state.gov<mailto:INL-CONGRESSIONAL-
DL@state.gov>>; Angelini, Mary M
<AngeliniMM@state.gov<mailto:AngeliniMM@state.gov>>; Starks, Joia A
<StarksJA@state.gov<mailto:StarksJA@state.gov>>; Bell, Bradford J
<BellBJ@state.gov<mailto:BellBJ@state.gov>>; Fralish, Teresa M
<FralishTM@state.gov<mailto:FralishTM@state.gov>>
Subject: RE: Rep Burgess Northern Triangle briefing request - SEP 12

Hi Janelle,

9:30am works for DAS Hugo Rodriguez.
How much time should I set aside for this briefing?
Thank you,

Mariana

From: Susanne Cassil <scassil@usaid.gov<mailto:scassil@usaid.gov>>
Sent: Friday, September 06, 2019 6:34 PM
To: Guest-Bakker, Janelle R
<GuestBakkerJR@state.gov<mailto:GuestBakkerJR@state.gov>>
Cc: Kennedy, James P. (LPA/LEG/LR)
<jakennedy@usaid.gov<mailto:jakennedy@usaid.gov>>; F-WH <F-
WH@state.gov<mailto:F-WH@state.gov>>; Pezzullo, John L. (LPA/CL)
<jpezzullo@usaid.gov<mailto:jpezzullo@usaid.gov>>; Killion, William
<KillionW@state.gov<mailto:KillionW@state.gov>>; Longstreth, Miranda
L <LongstrethML@state.gov<mailto:LongstrethML@state.gov>>; Moore,
Jessica L <MooreJL2@state.gov<mailto:MooreJL2@state.gov>>; Norin,
Leakmy X <NorinLX@state.gov<mailto:NorinLX@state.gov>>; Pons, Monica
(LPA/CL) <mpons@usaid.gov<mailto:mpons@usaid.gov>>; Wells, Yvonne M
<WellsYM@state.gov<mailto:WellsYM@state.gov>>; Wolfe, William E
<WolfeWE@state.gov<mailto:WolfeWE@state.gov>>; INL-CONGRESSIONAL-DL
<INL-CONGRESSIONAL-DL@state.gov<mailto:INL-CONGRESSIONAL-
DL@state.gov>>; Angelini, Mary M
<AngeliniMM@state.gov<mailto:AngeliniMM@state.gov>>; Nolan, Mariana M
<NolanMM@state.gov<mailto:NolanMM@state.gov>>; Starks, Joia A

September 12, 2019 Continued

Thursday

<StarksJA@state.gov<mailto:StarksJA@state.gov>>; Bell, Bradford J
<BellBJ@state.gov<mailto:BellBJ@state.gov>>; Fralish, Teresa M
<FralishTM@state.gov<mailto:FralishTM@state.gov>>
Subject: Re: Rep Burgess Northern Triangle briefing request

Hi Janelle,

Either 9:30 or 9:45AM on Thursday, 9/12, works well for John Barsa.

-Susanne

On Fri, Sep 6, 2019 at 3:48 PM Guest-Bakker, Janelle R
<GuestBakkerJR@state.gov<mailto:GuestBakkerJR@state.gov>> wrote:
Good afternoon,

Rep. Burgess (R-TX) is available for a briefing with DAS Rodriguez,
AID, INL, and others on Thursday, September 12 at 9:30 or at 945am.
Can we make this date and time work with your schedules?
Thank you,
Janelle

Janelle Guest-Bakker | Senior Congressional Advisor | Bureau of
Legislative Affairs | U.S. Department of State
2201 C. St NW, Rm 7418 | (202) 647-8943 |
GuestJR@state.gov<mailto:GuestJR@state.gov>.

From: James Kennedy <jakennedy@usaid.gov<mailto:jakennedy@usaid.gov>>
Sent: Friday, September 6, 2019 9:27 AM
To: Guest-Bakker, Janelle R
<GuestBakkerJR@state.gov<mailto:GuestBakkerJR@state.gov>>
Cc: F-WH <F-WH@state.gov<mailto:F-WH@state.gov>>; Pezzullo, John L.
(LPA/CL) <jpezzullo@usaid.gov<mailto:jpezzullo@usaid.gov>>; Killion,
William <KillionW@state.gov<mailto:KillionW@state.gov>>; Longstreth,
Miranda L <LongstrethML@state.gov<mailto:LongstrethML@state.gov>>;
Moore, Jessica L <MooreJL2@state.gov<mailto:MooreJL2@state.gov>>;
Norin, Leaksmy X <NorinLX@state.gov<mailto:NorinLX@state.gov>>; Pons,
Monica (LPA/CL) <mpons@usaid.gov<mailto:mpons@usaid.gov>>; Cassil,
Susanne (LAC/AA) <scassil@usaid.gov<mailto:scassil@usaid.gov>>;
Wells, Yvonne M <WellsYM@state.gov<mailto:WellsYM@state.gov>>; Wolfe,
William E <WolfeWE@state.gov<mailto:WolfeWE@state.gov>>
Subject: Re: Rep Burgess Northern Triangle briefing request

Adding Susanne in LAC as scheduling moves forward. We'd suggest a
"pre brief" call with DASRodriguez, AA Barsa, and whoever else is
joining

On Thu, Sep 5, 2019 at 8:46 PM James Kennedy
<jakennedy@usaid.gov<mailto:jakennedy@usaid.gov>> wrote:
It looks like John Barsa should be able to participate for USAID on
those days alongside DAS Rodriguez

James Kennedy

September 12, 2019 Continued

Thursday

Bureau for Legislative and Public Affairs
U.S. Agency for International Development
Office: 202-712-4251
Cell: (b)(6)

On Thu, Sep 5, 2019 at 4:28 PM Guest-Bakker, Janelle R
<GuestBakkerJR@state.gov<mailto:GuestBakkerJR@state.gov>> wrote:
DAS Rodriguez is available next Thursday or Friday to do this. I
have offered those dates to Rep. Burgess staff. Feel free to let me
know if you all are available.

Thank you,

Janelle

From: James Kennedy <jakennedy@usaid.gov<mailto:jakennedy@usaid.gov>>
Sent: Thursday, September 5, 2019 4:19 PM
To: Wells, Yvonne M <WellsYM@state.gov<mailto:WellsYM@state.gov>>
Cc: Pons, Monica (LPA/CL) <mpons@usaid.gov<mailto:mpons@usaid.gov>>;
F-WH <F-WH@state.gov<mailto:F-WH@state.gov>>; Longstreth, Miranda L
<LongstrethML@state.gov<mailto:LongstrethML@state.gov>>; Guest-
Bakker, Janelle R
<GuestBakkerJR@state.gov<mailto:GuestBakkerJR@state.gov>>; Norin,
Leakmy X <NorinLX@state.gov<mailto:NorinLX@state.gov>>; Killion,
William <KillionW@state.gov<mailto:KillionW@state.gov>>; Wolfe,
William E <WolfeWE@state.gov<mailto:WolfeWE@state.gov>>; Moore,
Jessica L <MooreJL2@state.gov<mailto:MooreJL2@state.gov>>
Subject: Re: Rep Burgess Northern Triangle briefing request

Hi - Happy to help coordinate from USAID's end. As was noted earlier,
USAID joined WHA and INL to brief Rep. Burgess back in July 2018. We
could have someone from the Central America & Mexico team in
USAID/LAC join.

James Kennedy
Bureau for Legislative and Public Affairs
U.S. Agency for International Development
Office: 202-712-4251
Cell: (b)(6)

On Thu, Sep 5, 2019 at 10:57 AM Wells, Yvonne M
<WellsYM@state.gov<mailto:WellsYM@state.gov>>

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

September 12, 2019 Continued

Thursday

9:30 AM - 10:00 AM

CONFIRMED: Rep Burgess Northern Triangle briefing - SEP 12 -- 2161 Rayburn

Good morning,

WHA, INL, and USAID is confirmed for a meeting with Congressman Burgess to discuss the Northern Triangle. The Congressman will likely focus on the announcements earlier this year on Central America funding.

I am working to reserve motor pool services to depart HST at 9:00 a.m. TOMORROW, September 12.

Thank you for your help.

Janelle

9:30 AM - 10:00 AM

FW: CONFIRMED: Rep Burgess Northern Triangle briefing - SEP 12 -- 2161 Rayburn

-----Original Appointment-----

From: Guest-Bakker, Janelle R

Sent: Wednesday, September 11, 2019 11:10 AM

To: Guest-Bakker, Janelle R; Leming, Christine A; Nolan, Mariana M; Cassil, Susanne (LAC/AA)

Cc: Kennedy, James P. (LPA/LEG/LR); F-WH; Pezzullo, John L. (LPA/CL); Killion, William; Longstreth, Miranda L; Moore, Jessica L; Norin, Leaksmy X; Pons, Monica (LPA/CL); Wells, Yvonne M; Wolfe, William E; INL-CONGRESSIONAL-DL; Angelini, Mary M; Starks, Joia A; Bell, Bradford J; Fralish, Teresa M

Subject: CONFIRMED: Rep Burgess Northern Triangle briefing - SEP 12

When: Thursday, September 12, 2019 9:30 AM-10:00 AM (UTC-05:00)

Eastern Time (US & Canada).

Where: 2161 Rayburn

Good morning,

WHA, INL, and USAID is confirmed for a meeting with Congressman Burgess to discuss the Northern Triangle. The Congressman will likely focus on the announcements earlier this year on Central America funding.

I am working to reserve motor pool services to depart HST at 9:00 a.m. TOMORROW, September 12.

Thank you for your help.

Janelle

10:30 AM - 11:00 AM

UNGA Planning Touch base -- LAC/SPO Conference Room

September 12, 2019 Continued

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:00 PM - 3:00 PM

AA Barsa DR Trip Planning Call -- Back of CAR

Dial In Info:

International: (b)(5)

(b)(5); (b)(6)

Passcode:

2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

3:30 PM - 5:30 PM

Farewell to Martha & Zach! -- Tech Cafe

Dear Colleagues,

Please join us for the Farewell Celebration on Thursday, September 12th from 3:30 - 5:30 pm in the Tech Cafe , as we celebrate and bid farewell to Martha Vanlieshout and Zach Pusch!

Sign up to bring <a

(b)(5); (b)(6)

donations to Samantha Hall, via venmo (@FlamingHalo).

3:30 PM - 4:30 PM

RSD Office Briefing w/ John Barsa -- LAC Large Conference Room; Call (b)(5); (b)(5) - Access code -

(b)(5);

Call (b)(5); (b)(5) -

Access code - (b)(5);

September 13, 2019

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

10:00 AM - 10:30 AM

Chris/John -- Chris' Office 7.09.304

Purpose: AA John Barsa would like to have a meeting with AA Chris Maloney to welcome him into his new position in PPL.

10:30 AM - 11:00 AM

Call Jesse when John Leaves: 202-712-4913

1:00 PM - 2:00 PM

UNCA POC Meeting - Review of A/AID's and DA/AID's Schedule -- ES Team Room

(b)(5); (b)(6)

(b)(5)

AGENDA
USA Toll-Free: (b)(5)

USA Caller Paid: (b)(5)

(b)(5);

Participants Access Code: (b)(5);

Bureaus: Due to space constraints, please send one POC in person from your Bureau, and all others can call in.

September 13, 2019 Continued

Friday

2:00 PM - 3:30 PM

Government Partners Meeting: Regional Venezuela Challenge -- RRB, Point Four
Invitation to Government Partners Meeting:

Regional Venezuela Challenge

Event Date: Friday, September 13th

Time: 2:00 p.m. - 3:30 p.m.

Location: USAID

1300 Pennsylvania Avenue NW

Washington, D.C. 20004

The U.S. Agency for International Development (USAID) and the Inter-American Development Bank (IDB) warmly invite you to the Government Partners Meeting for the Regional Venezuela Challenge.

Venezuela's political and economic crisis—reported to be one of the world's deepest economic declines outside of war or disaster in the last half century—has led to severe food and medicine shortages and has driven a staggering four million people to flee the country since 2014.

Through a regional Challenge, USAID and IDB are mobilizing a broad coalition of partners to support the ongoing needs of Venezuelans who have fled to neighboring countries, as well as their host communities. The forthcoming global initiative will elevate Venezuelan voices and combine their insights with the world's collective genius to develop innovative solutions from anywhere in the world.

USAID and the IDB are convening this meeting to build on previous engagement with government partners and provide updates in advance of the official Challenge launch.

In advance of the meeting, we ask you to consider the following questions:

How is the regional crisis impacting your priorities and interests, in terms of risks, concerns, or barriers?

How can the Challenge help address your priority issues in a way that traditional donor programming cannot, and how can the Challenge complement ongoing efforts to alleviate the effects of the regional Venezuela crisis?

To register, complete this form. We encourage your delegation to register 2-3 participants, including representatives with technical and regional expertise for this Challenge. For questions, contact Kathryn Neville at kneville@usaid.gov.

This meeting is invitation-only.

September 13, 2019 Continued

Friday

2:00 PM - 3:00 PM

HOLD for 2nd Meeting of LAC Vision Working Group -- LAC Large Conference Room
Agenda to follow!

4:00 PM - 5:00 PM

LAC: SFRC Hearing Pre-Brief for John Barsa -- LAC SPO Conference Room

John will appear at a 9.18 hearing (2:30pm) before the SFRC Western Hemisphere subcommittee titled "US-Colombia Relations: New Opportunities to reinforce and strengthen our bilateral relationship."

The purpose of the hearing will be to reaffirm the United States commitment to Colombia and unwavering support for the Colombian people, and to uphold the strategic framework for the United States to support the Duque administration by expanding our cooperation on shared diplomatic, security, counternarcotics, rule of law, human rights, and economic development priorities.

The hearing will also examine the impact of Venezuela in destabilizing Colombia with the migration crisis in the border and allowing FARC and ELN to hide in country. It would also be an opportunity for an update on the implementation of the Peace Deal, on new government/political dynamics, and on strengthening U.S.-Colombia cooperation on the issues outlined.

September 16, 2019

Monday

9:00 AM - 9:30 AM

Barsa, John (399105) USAID FU Twinrix #2 and possibly polio and MMR *Please bring vaccination records to appointment. -- SA-1 Columbia Plaza 2401 E St. NW Washington D.C. 20521 Room L-201
Directions to SA-1:

SA-1 Columbia Plaza, Rm L-201, 2401 E. Street, NW Washington, DC 20520 (202) 663-3974

Metro: Foggy Bottom ----> Travel right down 23rd Street passing the green Columbia Plaza banner until you reach the corner.

Turn right at the corner down E. Street. Turn right under the overlay into the black doors on the left.

L-201 located on the Second level straight ahead from the Security check point.

10:00 AM - 10:30 AM

Reminder: Send out Weekly Report

11:30 AM - 12:30 PM

Meeting with Chilean Charge -- AA/LAC Conference Room

12:30 PM - 1:00 PM

LAC FO weekly huddle -- John's office (5.9-12)

3:00 PM - 4:00 PM

SFRC Murderboard for John Barsa (Internal USAID) -- AA/LAC Conference Room; Dial in: (b)(5); (b)(5) - Access: (b)(5);

John will appear at a 9.18 hearing (2:30pm) before the SFRC Western Hemisphere subcommittee titled "US-Colombia Relations: New Opportunities to reinforce and strengthen our bilateral relationship."

The purpose of the hearing will be to reaffirm the United States

September 19, 2019

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- ES Team Room,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

12:00 PM - 1:00 PM

VZ Challenge Launch Strategy Discussion -- AA/LAC Conference Room

From: Dara Katz <dkatz@usaid.gov>
Date: Tue, Sep 17, 2019 at 11:42 AM
Subject: Juntos Es Mejor - Communications and Launch plans
To: John Barsa <jbarsa@usaid.gov>
Cc: Alexis Bonnell <abonnell@usaid.gov>, Alexander Sutton <asutton@usaid.gov>, Lorin Kavanaugh-Ulku <lkavanaughulku@usaid.gov>

Hi John

I hope you are doing well. Alex reached out to me on your behalf about the status of the Miami launch and communications components of the Challenge.

We are excited for the October 8 launch in Miami and the team has quickly pivoted to ensure we are ready and to finalize the Comms materials that we have been working with Sara and Emily on.

I apologize that we have not had the opportunity to fully brief you on the communications and launch preparations and get your steer. Lorin (who is running our Comms element) and I look forward to bringing you up to speed tomorrow at 4:30 pm.

Tomorrow we should have some great updates for you. Before our meeting, we are working with MashUp, our regionally based support, today to move forward critical elements, and meeting with IDB to update the Miami launch plan we developed in late July as well as discuss regional roll out.

We are looking forward to hearing your thoughts on these plans and materials, Please let us know if you have any specific questions you hope to discuss tomorrow.

Thanks so much for all your support.

Kind regards,
Dara

Thursday

UNGA Briefing -- AA/LAC Conference Room

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

RSD Listening Session re: Transformation -- LAC Large Conference Room; Call (b)(5); (b)(5) - Access code (b)(5); (b)(5) -
Call (b)(5); (b)(5) - ; Access code - (b)(5); (b)(5)

LAC Counter Trafficking in Persons (C-TIP) Briefing -- AA/LAC Conference Room

Friday

Reminder: Check on Weekly Report

Cuba Office Briefing -- AA/LAC Conference Room

3rd Meeting of LAC Vision Working Group -- LAC Large Conference Room

The objectives of this meeting will be to update on the Core Values Statement (now with AA Barsa) and to drill down on our Action Plan /Culture Change Agenda.

Please join us! All are welcome.

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5); (b)(5) - Deliberative Process Privilege

(US) (b)(5); (b)(5) - PIN: (b)(5);

View more phone numbers: <https://tel.meet/xwx-ozjo-jry?pin=>

(b)(5) &hs=7

SPO Office Overview Briefing -- AA/LAC Conference Room

Send-Off HH for Scott Shiller -- The Occidental Grill

Hi everyone -

As many of you know by now, Scott Shiller has joined the NSC as Director for Israel-Palestinian Affairs. We are so happy and excited for him.

Scott's starting date at the WH came earlier than expected so we couldn't have the chance to give him a proper Send-Off to the NSC :)

Please join friends and colleagues on Friday, 9/20 at 4:30 pm at the Occidental Grill (on the corner of Penn and 15th) to wish Scott the

September 20, 2019 Continued

Friday

best of luck in his new endeavor.

Hope to see many of you on Friday!

Best,
Samah

September 22, 2019

Sunday

12:00 AM - 12:00 AM

Stay at Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea -- Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea, New York
Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea
New York
+1 212-206-0998

Check-in: Sep 22, 2019 3:00pm
Check-out: Sep 23, 2019 12:00pm

September 23, 2019

Monday

12:00 AM - 12:00 AM

Stay at Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea -- Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea, New York
Please See Above

12:00 AM - 12:00 AM

Stay at Grand Hyatt New York -- Grand Hyatt New York, New York
Grand Hyatt New York
New York
+1 212-883-1234

Check-in: Sep 23, 2019 4:00pm
Check-out: Sep 27, 2019 11:00am

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410
The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

September 24, 2019

Tuesday

All Day

Stay at Grand Hyatt New York -- Grand Hyatt New York, New York
Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

September 24, 2019 Continued

Tuesday

11:00 AM - 12:00 PM

FY 20 Budget Hearing Discussion -- LAC FO Conference Room / (b)(5); (b)(5) - Deliberative access code: (b)(5);
We'd like to get everyone on the same page re: what needs to be covered in the written testimony and what potential tough q&a will be.

Call in number for John

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) Access Code: (b)(5); (h)(5) -
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

September 25, 2019

Wednesday

All Day

Stay at Grand Hyatt New York -- Grand Hyatt New York, New York
Please See Above

September 26, 2019

Thursday

All Day

Stay at Grand Hyatt New York -- Grand Hyatt New York, New York
Please See Above

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA
1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.
NOTE: There should be at least one representative from every bureau and independent office at this meeting.
Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

6:30 PM - 7:30 PM

Dr. Paul App

September 27, 2019

Friday

12:00 AM - 12:00 AM

Stay at Grand Hyatt New York -- Grand Hyatt New York, New York
Please See Above

All Day

Annual Leave

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

11:00 AM - 12:00 PM

FO Huddle -- LAC FO Suite

All - this is to get a readout from John on UNGA, discuss next steps, and review next week's schedule now that John will be in DC, rather than Haiti.

Rodger's and Mario's farewell will take place in the late afternoon.

4:30 PM - 5:00 PM

Rodger Despedida Toast -- Front Office Suite

I'm sure I have missed someone -- please feel free to pass along to those who would want to come by

September 30, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 11:00 AM

Telework Training Webinar -- (b)(5)

Title: Telework Training Webinar

Training Type: Session

Start date/time: 9/30/2019 10:00 AM

End date/time: 9/30/2019 11:00 AM

Location/Room: Webinar (via Webinar)

Session Locator #: 47991

Class Description:

The purpose of telework training is to meet the requirements of the Telework Enhancement Act of 2010, which mandates USAID provide training to all eligible employees before a telework request can be approved and before an employee can officially begin teleworking. The Office of Human Capital and Talent Management, Telework Managing Officer (HCTM/TMO) provides interactive telework training for all employees (including supervisors and managers at all levels, and contractors). The training provides employees with an overview of USAID's Telework policy and procedures, to include but not limited to, eligibility and participation, tips and practices that will assist employees in a successful telework arrangement; benefits and common challenges of teleworking; types of telework arrangements; and procedures for submitting a telework request.

Webinar details:

AIDConnect URL: (b)(5)

To hear the presentation, you must dial (b)(5); (b)(5) - then enter access code (b)(5); when prompted.

(b)(5); (b)(5) -
Deliberative

September 30, 2019 Continued

Monday

10:15 AM - 10:45 AM

LAC FO weekly huddle -- John's office (5.9-12)

1:00 PM - 1:30 PM

Comms weekly look ahead -- John's office

5:41 PM - 8:32 PM

Flight to Miami (AA 1803) -- Washington DCA

American flight 1803

Washington DCA 5:41pm (local time) - Miami MIA 7:48pm (local time)

Confirmation number: (b)(6)

10:47 PM - 11:47 PM

Flight to Nassau (AA 4701) -- Miami MIA

American flight 4701

Miami MIA 10:36pm (local time) - Nassau NAS 11:28pm (local time)

Confirmation number: (b)(6)

October 1, 2019

Tuesday

10:00 AM - 11:00 AM

4th Meeting of LAC Vision Working Group -- LAC Large Conference Room

All -Please join us to hash out next steps on the action plan to implement our soon-to-be-finalized LAC Core Values Statement. This will include measurable targets, metrics, deadlines, and owners/champions. We will also be seeking champions for the various workstreams that fit under the headers of "empowered," "mission-driven," "transparent," "collaborative," "positive," and "accountable for taking care of each other."

See Core Values Statement below. All are welcome!

LAC Core Value Statement: (sent to the Bureau by AA Barsa for comments/feedback by 9/27)

LAC is an empowered, mission-driven team, accountable for taking care of each other, and operating in a transparent, collaborative and positive environment.

Definitions of Key Terms

- Empowered: possessing a sense of ability to do one's best work, through sufficient human and material resources, training, and/or inherent authority to complete tasks central to one's work.

- Mission-driven: Working efficiently and effectively to enable LAC field programs as they work to strengthen host country partners on their journey to self-reliance.

Tuesday

- [illegible]

This event has a video call.

Join: (b)(5); (b)(5) - Deliberative Process Privilege

(US) (b)(5); (b)(5) - PIN: (b)(5);

View more phone numbers: [https://tel.meet/vyp-chei-nic?pin=\(b\)\(5\)hs=7](https://tel.meet/vyp-chei-nic?pin=(b)(5)hs=7)

[illegible]

WHA Directors Meeting -- State Department Room 6910

Lunch feat Susanne and Karinda -- RRB - Panera (Yay!)

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) - Access Code: (b)(5);
Agenda for LAC Senior Staff Meetings

- 7:22 PM - 8:24 PM**

Flight to Miami (AA 4560) -- Nassau NAS

American flight 4560

Nassau NAS 7:21pm (local time) - Miami MIA 8:17pm (local time)

Confirmation number: (b)(6)

Tuesday

Confirmation number: (b)(6)

Wednesday

Host Code: (b)(5)

(b)(5)

Prenatal Appointment

Thursday

Reminder: Send out senior staff notes to LAC

October 3, 2019 Continued

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:30 PM - 4:00 PM

John Barsa Initial Murderboard: HFAC/WHEM Budget Hearing -- AA/LAC Conference Room

John is now scheduled to testify at the annual budget hearing before the House Foreign Affairs Subcommittee on the Western Hemisphere, Civilian Security, and Trade focused on U.S. policy toward Latin America and the Caribbean on October 17th, 10:00AM.

We are kicking off his prep next week with a large murderboard with you all in order to gauge where John is at and how best to go forward. This will take place on Thursday, 10/3, at 2:30PM.

James has graciously started an initial list of tough Q&As (below). Please review this document and add any questions that you see fit. Please have your input in by Tuesday, 10/1 COB. LAC/SPO (David Billings and team) will be lead in this tasking and compiling together everything John needs in the next couple of weeks. Please support SPO with whatever they may need.

(b)(5)

2:30 PM - 3:00 PM

1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

3:45 PM - 5:15 PM

Challenge Brief to VZ Embassy Team -- VZ Embassy 2443 Massachusetts Ave NW, Washington, DC 20008, USA

Depart (travel time) 3:45 appointment is for 4:15

6:00 PM - 8:00 PM

Social Gathering -- La Betty (420 K Street, NW, Washington, D.C. 20001)

All:

Please come join a few of your fellow political appointees from across agencies at a low-key, "dutch treat" social gathering. Start time for the gathering is 6:00 p.m. We are trying a new venue:

La Betty<<http://la-betty.com/>>
420 K Street, NW
Washington, D.C. 20001

Please do not hesitate to reach out if you have questions. Please

October 3, 2019 Continued

Thursday

also do not forward this invitation (but please do reach out if you would like to invite another fellow appointee).

Sincerely,

John and Cameron

October 4, 2019

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

10:00 AM - 11:00 AM

Hearing Prep: Budget Focus -- AA/LAC Conference Room

12:30 PM - 1:30 PM

End of FY Party!
Front Office Area

1:00 PM - 1:30 PM

Prep: Remarks for Columbia Wilson Center Event -- AA/LAC Conference Room or John's Office

October 7, 2019

Monday

10:00 AM - 12:00 PM

Peace in Colombia, Challenges and Opportunities -- The Wilson Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

FYI

Peace in Colombia: Challenges and Opportunities in the Post-Accord Era

Since the November 2016 signing of the peace agreement between the government of Colombia and Revolutionary Armed Forces of Colombia (FARC), the Colombian government has faced numerous challenges of accord implementation. The peace agreement includes ambitious goals in the areas of integral rural reform and development, reintegration and protection of ex-combatants, transitional justice, coca crop substitution, and the protection of human rights.

Please join the Latin American Program and the U.S. Agency for International Development on Monday, October 7, 2019, 10:00 a.m. - 12:00 p.m., for a conversation on the achievements and challenges of peace implementation in Colombia.

Welcome and Introduction

Cynthia J. Arnson

Director, Latin American Program

Opening Remarks

Ambassador Philip Goldberg

U.S. Ambassador to Colombia (via live stream)

Panel: The Implementation of Territorial Development Plans (PDETs)

Emilio Archila

High Commissioner for Stabilization, Republic of Colombia

Sorrel Aroca

Governor of Putumayo

Mayerlis Angarita

Director, Narrar para Vivir

Marino Córdoba

President, National Association of Displaced Afro-Colombians
(AFRODES)

Moderator: Lawrence Sacks

Director, USAID/Colombia

Closing Remarks

John Barsa

Assistant Administrator, Bureau for Latin America and the Caribbean,
U.S. Agency for International Development

October 7, 2019 Continued

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

12:00 PM - 1:30 PM

EEOB Tour

3:00 PM - 4:30 PM

John Barsa Second Murderboard: HFAC/WHEM Budget Hearing -- AA/LAC Conference Room

October 8, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

11:00 AM - 11:30 AM

Front Office Support Team Meeting -- John's Office Team,

Let's try and get together at this time and talk about taskings and other process things we are working on. We will meet in my office so we can use a computer. Please come with your thoughts on how to make things run smoother. Thanks

12:00 PM - 12:30 PM

Calendar Overview w/ John -- John's Office; Dial: (b)(5); (b)(5) Access Code: (b)(5)
Dial: (b)(5); (b)(5) - ; Access Code: (b)(5); (b)(5)

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(5)
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

5:00 PM - 7:00 PM

LAC MEL Gathering Happy Hour -- Fogo de Chão Brazilian Steakhouse, 1101 Pennsylvania Ave NW, Washington, DC 20004, USA

To take advantage of our field staff being in DC for next week's LAC MEL Gathering, we would like to invite you to join MEL Specialists and enthusiasts from LAC missions for a fun, informal happy hour on Tuesday, Oct. 8, 2019, beginning at 5:00 pm, at Fogo de Chão's "Bar Fogo", 1101 Pennsylvania Avenue NW.

Happy hour specials include \$4 Brazilian bites & beers, \$6 South American wines, and \$8 Brazilian-inspired cocktails.

Contact Amy or Todd if you have any questions.

Wednesday

Weekly countdown for VZ Challenge Launch -- US-RRB-ConfRm-5.07.118-USAID

(b)(5)

[illegible]

~:~:~:~:~:~::~:~:::-

This event has a video call.

Join: (b)(5); (b)(5) - Deliberative Process Privilege

(US) (b)(5); (b)(5) - PIN: (b)(5); (b)(5)

View more phone numbers: (b)(5)

(b)(5) &hs=7

[illegible]
$$- \vdots \vdots \vdots \vdots \vdots \vdots \vdots \vdots \vdots \vdots$$

Thursday

Teleworking

FSN Advocacy Council (AC) VTC with Administrator Green -- Room: RRB, 7th Floor Conference Room, 7.06.230

Greetings!

Please come to the FSN Advocacy Council (AC) VTC with Administrator Green on 8:00am EST, October 10, 2019! The meeting's purpose is for the FSN AC to update Agency leadership on progress towards their 2019-2020 FSN AC Five Pillar Workplan, and brief leadership on future endeavors.

Specifically, this regularly scheduled meeting with the Administrator is an opportunity for the FSN AC to inform leadership of the AC's work and successes to date, and allows the AC to discuss any challenges and requests for leadership support. The FSN AC has a Five Pillar Workplan that includes:
Talent Management and EmpowermentTransforming Skills and Enhancing Leadership in a Changing AgencySecurity and Staff WellnessLocal Compensation Plan and CompensationCommunications and Inclusive Collaboration
Please attend or send a representative from your Bureau or Office to the FSN Advocacy Council VTC with the Administrator.

Logistics:
Room: RRB, 7th Floor Conference Room, 7.06.230VTC number: (b)(5)Voice only call in: (b)(5) code (b)(5)
Thank you, and we look forward to seeing you. Attached you will find two documents: (1) the meeting agenda; and (2) Bios of the current FSN AC representatives.

Best,

Bob

Reminder: Send out senior staff notes to LAC

Call: Central America Foreign Assistance Update -- John's Office
Susanne Cassil <scassil@usaid.gov>
4:27 PM (0 minutes ago)
to Stacy, Mark, Barbara, LACFOSupportStaff

October 15, 2019 Continued

Tuesday

4:00 PM - 4:30 PM

CSIS Breakfast Briefing for John -- AA/LAC Conference Room

(b)(5); (b)(5) - Deliberative Process Privilege

Budget Business Process Review (Focus is on non-Supervisors) -- Call in: (b)(5); (b)(5) - Deliberative

This session is for non-supervisors (session one of two available)

We are holding focus group budget interviews on OE, training and travel as the final part of the LAC BPR. We will cover all three topics in each interview. These are broken out by Washington staff, Washington supervisors, and field (staff and supervisors combined). If you are unable to attend one of these and want to contribute please contact Maggie Strong (mastrong@usaid.gov) to schedule time for an interview.

Call in: (b)(5); (b)(5) - Deliberative Process

Budget Business Process Review (Supervisor Session) -- Call in: (b)(5)
This session is for supervisors

We are holding focus group budget interviews on OE, training and travel as the final part of the LAC BPR. We will cover all three topics in each interview. These are broken out by Washington staff, Washington supervisors, and field (staff and supervisors combined). If you are unable to attend one of these and want to contribute please contact Maggie Strong (mastrong@usaid.gov) to schedule time for an interview.

Call in: (b)(5); (b)(5) -
PW: (b)(5)

11:00 AM - 11:30 AM

Jamaica Trip Agenda Overview -- John's Office

(b)(5)

4:30 PM - 5:00 PM

Let Emily know when John returns

October 17, 2019

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

10:30 AM - 11:00 AM

Meeting with Corey Hancock -- John's Office; 5.9-12

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and

Thursday

1:00 PM - 2:00 PM

3:15 PM - 4:00 PM

4:00 PM - 4:45 PM

4:00 PM - 4:30 PM

4:30 PM - 5:00 PM

6:30 PM - 7:30 PM

Friday

8:00 AM - 9:00 AM

9:30 AM - 10:00 AM

10:00 AM - 11:00 AM

AID-20-0782, 20-0783-A-000053

October 18, 2019 Continued

Friday

topics in each interview. These are broken out by Washington staff, Washington supervisors, and field (staff and supervisors combined). If you are unable to attend one of these and want to contribute please contact Maggie Strong (mastrong@usaid.gov) to schedule time for an interview.

Call (b)(5); (b)(5) - Deliberative
PW: Process Privilege

11:45 AM - 12:15 PM

Finalize Challenge Process Documents -- LAC Large Conference Room

1:00 PM - 2:30 PM

John Barsa Third Murderboard: HFAC/WHEM Budget Hearing -- AA/LAC Conference Room Team,

John's hearing has been moved from the 17th to the 23rd. We will have his third murderboard on Friday, 10/18.

-Susanne

4:30 PM - 6:30 PM

Farewell Rosalie Happy Hour -- Fogo de Chão Brazilian Steakhouse, 1101 Pennsylvania Ave NW, Washington, DC 20004, USA

Please join us to thank Rosalie for her amazing 13+ years of service in LAC (not to mention her 4 years in Haiti)! While she will be sorely missed, we can wish her well as she heads for warmer climes.

(Please RSVP to this invitation so we can warn the restaurant.)

October 20, 2019

Sunday

12:00 AM - 12:00 AM

VZ Challenge Launch -- Miami, FL, USA

7:00 AM - 9:40 AM

Flight to Miami -- American Airlines 0391

10:00 AM - 11:00 AM

REMINDER: Register Car for Free Parking
Friday, October 18, 2019

Event Registration Notice

We are pleased to inform you that your event has been setup for parking registration. Please use the provided link below which will take you through the necessary steps to register your license plate. ONLY license plate is needed

Online Registration Link:

(b)(5); (b)(6)

October 20, 2019 Continued

Sunday

(b)(5); (b)(5) - Deliberative Process Privilege

Event Details:

Innovation Challenge for the Venezuela Regional Crisis

VIP - Metered Spaces MMC Lot 33

Start: Tuesday, October 22, 2019 9:00 AM

End: Tuesday, October 22, 2019 1:00 PM

Location(s):

Arrangements: Parking arrangements for this event have been assigned to MMC - Lot 33 for VIP members and Lot 3, Gold and Blue Garage for attendees.

3:00 PM - 4:00 PM

Dry Run of Show -- 11200 SW 8th St, Miami, FL 33174, USA; Graham Center Ballroom

Principals are invited to participate in a walk through and dry run of the event agenda. Confirmed participants: LAC/AA John Barsa; USAID CIO Alexis Bonnell

7:00 PM - 8:00 PM

Weekly Report

October 21, 2019

Monday

12:00 AM - 12:00 AM

VZ Challenge Launch -- Miami, FL, USA

Please See Above

8:30 AM - 8:45 AM

Breakfast with IDB CEO Irene Arias Hofman -- 11200 SW 8th St, Miami, FL 33174, USA; Graham Center Ballroom Greenroom

LAC/AA John Barsa and IDB CEO Irene Arias Hofman side meeting.

8:45 AM - 9:00 AM

Pre-briefing -- Green Room

LAC/AA John Barsa, IDB CEO Irene Arias Hofman, Amb. Carlos Vecchio, ED Eliot Pedrosa, ED Gina Montiel, and Alexis Bonnell connect for pre-briefing and getting mic'd up.

9:00 AM - 10:30 AM

VZ Challenge Launching Event -- Graham Center Ballroom

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Press Gaggle (English) -- Green Room

VIP Reception -- FIU Room GC43

Media Hub Call Prep (Spanish) -- FIU Room GC150

Reporters Join Media Hub Call

Format: 2-minute opening remarks by principals, followed by QA with reporters

Staff: Janice Laurente, Sara Lockwood (USAID), Miami Media Hub
Staff (State)

6th Meeting of LAC Vision Working Group: Retreat Planning -- LAC FO Conference Room

All: Please join us to share your ideas for the LAC Bureau's upcoming retreat (November 15 at the Washington Learning Center.)

Attached for your awareness is a Scope of Work we've just sent to Staff care to obtain their support related to the Retreat.

Thanks and hope to see you Monday!

$\sim$

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5); (b)(5) - Deliberative Process Privilege

(US) (b)(5); (b)(5) - Deliberative Process

View more phone numbers: (b)(5)

(b)(5); (b)(5) - (b)(5)

Tuesday

WHA Directors Meeting -- State Department Room 6910

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Barbara Hughes, Senior Development Advisor to AFRICOM.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person,

October 22, 2019 Continued

Tuesday

please call in:

Dial-in (U.S. and Canada): (b)(5); (b)(5) -

Participant Code: (b)(5) -----***PHONE DIAL-
IN***-----

we look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any
questions.

BIOGRAPHIES:

Barbara Winkler Hughes is the
Senior Development Advisor to the U.S. Africa Command. Previously,
she was the Director of the Maternal Child Health and Nutrition
Office in USAID's Bureau for Global Health, where she brought 27
years of public health and development experience. Prior to her
arrival in Washington in August 2016, she was the USAID Health Office
Director for Kenya and East Africa from 2012-2016, Madagascar from
2007-2012 and Zambia from 2003-2007. She was Deputy Health Office
Director at USAID/Zambia from 2000-2003. Ms. Hughes also worked with
USAID in Nepal from 1993-1998. In the span of her USAID career, she
has managed programs in family planning and reproductive health, MCH,
WASH, nutrition, HIV/AIDS, TB, malaria and health systems
strengthening. She is a member of the Senior Foreign Service.

Outside of USAID, Ms. Hughes has consulted in Africa
with JSI, FHI360 and JHPIEGO and worked for The Margaret Sanger
Center. She also worked in domestic adolescent and women's
reproductive health with the Presbyterian Hospital and Columbia
University in New York. Ms. Hughes holds an MPH from Columbia
University, an MA in Rural Development from the University of East
Anglia, and an AB in Economics and Development Studies from Brown
University.

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) - Deliberative
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

3:00 PM - 4:00 PM

Jamaica Trip Planning Call -- US-RRB-Teleconference-Meet Me Conf. Call (b)(5)

6:00 PM - 7:00 PM

(b)(6)

October 24, 2019

Thursday

8:45 AM - 9:45 AM

Coffee time -- RRB food court; in front of Larry's Cookies

If you have or can make time Thursday morning please come by the RRB
food court to meet or reconnect with your fellow appointees.

Al

October 24, 2019 Continued

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

10:00 AM - 11:00 AM

Jamaica Trip Planning Call -- US-RRB-Teleconference-MeetMeConfCall (b)(5) USAID

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA
1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.
NOTE: There should be at least one representative from every bureau and independent office at this meeting.
Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

3:30 PM - 4:00 PM

Meeting with Jay McConville and Danny Vargas -- Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, US

Below are some logistical details that should help with your arrival. I'll plan to meet you downstairs in our main lobby to escort you to John's office.

US Agency for International Development
Ronald Reagan Building
1300 Pennsylvania Ave, NW
Washington, DC 20523

Please use the 14th Street entrance of the Ronald Reagan Building, located at 1300 Pennsylvania Avenue NW. Once you pass through the metal detectors, the main entrance for USAID is on the left. You will need to check in with the front desk; please bring a valid ID or Passport (passports are preferred for Foreign National Guests). Please arrive at least 15 minutes prior to the meeting in order to have sufficient time to pass through security. At the front desk you can tell them that you have a meeting with the Assistant Administrator of the LAC Bureau, your contact is Susanne Cassil, and to contact our main line at 202-712-4800.

Should you have any issues, please do not hesitate to call my cell:

(b)(5); (b)(5) -
Deliberative

October 25, 2019

Friday

All Day

Telework

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

October 25, 2019 Continued

Friday

3:00 PM - 4:00 PM

Jamaica Trip Countdown w/ John Barsa -- AA/LAC Conference Room; Dial in:

(b)(5); (b)(5) - Deliberative
Process Privilege

(b)(5)

Dial in

(b)(5); (b)(5) - Deliberative Process Privilege

October 28, 2019

Monday

All Day

Barbara's Birthday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

3:00 PM - 3:30 PM

Comms weekly look ahead -- John's office

October 29, 2019

Tuesday

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) - Deliberative
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

October 30, 2019

Wednesday

3:00 PM - 3:45 PM

Planning for Dia de Los Muertos Party -- LAC Front Office Conference Room

Please join us to finalize plans and bring your best ideas for Monday's party. Look forward to seeing you there!

October 31, 2019

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-

October 31, 2019 Continued

Thursday

scheduling@usaid.gov, 202-712-4040

November 1, 2019

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

10:30 AM - 12:00 PM

ACVFA Public Meeting -- Center for Strategic and International Studies, 1616 Rhode Island Ave NW, Washington, DC 20036, USA
2 panel topics:

USAID structural models of governance
anticorruption

11:00 AM - 12:00 PM

Promotion Ceremony for LCDR Locke -- Point IV Conference Room

Dear Colleagues and Friends, I want send a reminder that my promotion ceremony will be this Friday, and I encourage everyone to RSVP to help us finalize the head count for sandwiches and refreshments. RSVP can be through the Google/Outlook invite, or through the invitation link below. Anyone who works outside of USAID can reach the venue via USAID's lobby on 14th Street. We will have ushers to escort visitors to the conference room, so I recommend that you arrive no later than 1045. Parking at the Ronald Reagan Building is expensive, but the Federal Triangle Metro stop is directly under the building and is more convenient. A Google Maps is available at the link below.

(b)(5)

you then! Best regards,
LCDR Sean Locke
SOUTHCOM MILREP
to CMC

November 4, 2019

Monday

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

3:15 PM - 3:45 PM

Pickup Wadi

4:00 PM - 6:00 PM

LAC Annual Dia de los Muertos Party -- LAC Front Office Suite - 5.9

All, Please join us for our annual celebration of Dia de los Muertos. There will be food, drinks, karaoke, and sugar skull cookie decorating.

Look forward to seeing you!

November 5, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

11:15 AM - 11:45 AM

Jamaica After-action Review -- LAC/CAR area

Hey everyone,

We just want to convene a quick meeting for a trip readout to discuss what went well on AA Barsa's trip to Jamaica and what could be improved for future trips. If someone is unavailable to meet in person I can add a call-in line.

Thanks,

Kelli

1:00 PM - 2:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5); (b)(5) - Deliberative Process
Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

4:30 PM - 6:30 PM

Despedida for Jennifer! -- Bar of Fogo de Chao, 1101 Pennsylvania Ave NW

Please join us for happy hour to thank Jennifer for her 4.5 years in LAC/RSD, first as Health Team Lead and then as Acting Deputy Director for RSD. We will certainly miss her, but luckily she won't be going far. Let's send her off in style and wish her well as she starts her new position in Global Health!

November 6, 2019

Wednesday

9:30 AM - 10:30 AM

Dr Appointment

November 7, 2019

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this

November 7, 2019 Continued

Thursday

meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

11:30 AM - 12:30 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Elizabeth Warfield, Mission Director for<nbsp>Mexico.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5)

Participant Code: (b)(5)-----***PHONE DIAL-IN***-----

we look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:
Elizabeth Warfield is the Mission Director for USAID in Mexico.

From August 2013 to September 2016, she served as USAID's first Local Solutions Coordinator in the office of the Agency's Counselor. Reflecting the Agency's commitment to sustainability and local ownership, Local Solutions is about creating the conditions whereby countries can sustain their own development. USAID partners directly and indirectly with local actors and local systems - government, private sector, civil society and academia - to achieve locally owned, sustained outcomes.

In July 2013, Ms. Warfield completed four years as USAID/India's Deputy Mission Director where she guided a \$400 million program addressing key constraints in health, climate change, food security, and education. During her tenure, USAID/India reframed its role in India from a donor-recipient relationship to a strategic partnership where India shares globally its proven innovations in addressing key development challenges. After launching USAID/India's first innovation platform, the Millennium Alliance, Ms. Warfield helped forge multi-stakeholder alliances to reduce child deaths to 20 per 1000 by 2035, stave off the threat of multi-drug resistant tuberculosis, ensure five million more children are reading, and help light up the lives of the 400 million energy poor in India.

A member of the Senior Foreign Service with over 30 years of experience working in Africa, Asia, the Middle East, Latin America, and the Caribbean, Ms. Warfield is a graduate of Middlebury College and the Fletcher School of Law and Diplomacy at Tufts University.

12:30 PM - 1:30 PM

LAC Mission Director Call -- Call (b)(5)
Mission Directors,

Please communicate with your respective DAAs if you have thoughts or suggestions for what you would like me to cover during this call. Additionally please be prepared to discuss your thoughts of how often we should do these calls and if we should follow a routine agenda or just leave them open to an ad hoc discussion with senior leadership.

November 7, 2019 Continued

Thursday

I look forward to talking next week and hearing your perspective.
Thanks.

4:00 PM - 5:00 PM

Leave for Appointment

4:30 PM - 5:00 PM

LAC FO Huddle - AAPSM -- AA/LAC Conference Room

6:00 PM - 7:00 PM

(b)(6)

November 8, 2019

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

November 11, 2019

Monday

All Day

Veterans Day

November 12, 2019

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

11:30 AM - 12:00 PM

LAC FO weekly huddle -- John's office (5.9-12)

12:00 PM - 1:00 PM

Politics Brown Bag -- Point IV Conference Room

Please join Bill for a brown bag signals check. Please let Rhea Kapadia know if you have any questions.

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5)

Agenda for LAC Senior Staff Meetings

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates
4. Press Updates
5. Budget Updates
6. All Other Business

3:00 PM - 4:00 PM

AAPSM All Hands Meeting -- Call in at (b)(5); (b)(5) - Deliberative
US-RRB-ConfRm-7.08.450_460-USAID

Agenda to follow at a later date

call in at (b)(5); (b)(5) - Deliberative Process Privilege

November 12, 2019 Continued

Tuesday

Posted by LabAMS Shannon Olofson on 11/5/19.

POC is John Hytten , LAC at 202-712-1066
35 Personnel will be attending

November 13, 2019

Wednesday

10:00 AM - 11:00 AM

USAID, John Barsa -- 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

6:30 PM - 7:30 PM

Dr Appointment

November 14, 2019

Thursday

9:00 AM - 9:30 AM

Reminder: Send out senior staff notes to LAC

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

November 15, 2019

Friday

9:00 AM - 4:30 PM

CASUAL DRESS - LAC Bureau Retreat (CONFIRMED) -- Washington Learning Center, 2231 Crystal Dr, Crystal City, Memorial A and B Rooms
Team, Please hold this date for a LAC Bureau Retreat. Agenda and read-ahead materials to follow.

2:30 PM - 3:30 PM

Dr Appointment

November 17, 2019

Sunday

12:00 AM - 12:00 AM

Stay at Sheraton Miami Airport Hotel & Executive Meeting Center -- Sheraton Miami Airport Hotel & Executive Meeting Center, Miami
Sheraton Miami Airport Hotel & Executive Meeting Center
Miami

December 10, 2019 Continued

Tuesday

3:00 PM - 5:00 PM

Hold for LAC Bureau Holiday Party -- LAC Bureau

December 11, 2019

Wednesday

All Day

Out of Office: SL

December 12, 2019

Thursday

All Day

Out of Office: SL

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID Front Office Leadership-USAID

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

December 13, 2019

Friday

All Day

Out of Office: SL

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

December 16, 2019

Monday

All Day

Out of Office: SL

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

Tuesday

Out of Office: SL

WHA Directors Meeting -- State Department Room 6910

Wednesday

Out of Office: SL

```
<br>Please keep a couple of rules in mind when deciding on a
gift:<br><ul><li>It must be wrapped</li><li>It must be
appropriate for the workplace</li><li>It must be $10 or less</li>
</ul>
```

Thursday

Out of Office: SL

Take some time to chat with your fellow Appointees before the holidays.

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Friday

Out of Office: SL

Reminder: Check on Weekly Report

<u>This meeting is not mandatory but your AEF is!</u> Please come to this session if you want a walk through of how to complete your form or if you have any questions.

<i>Please note: if you are an AD-18 you do not need to come to this session. That being

December 20, 2019 Continued

Friday

December 23, 2019

Monday

All Day

Out of Office: SL

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)**December 24, 2019**

Tuesday

All Day

Out of Office: SL

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910**December 25, 2019**

Wednesday

All Day

Out of Office: Christmas Day

December 26, 2019

Thursday

All Day

Out of Office: SL

December 27, 2019

Friday

All Day

Out of Office: SL

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report**December 30, 2019**

Monday

All Day

Out of Office: SL

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

December 30, 2019 Continued

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

December 31, 2019

Tuesday

All Day

Out of Office: SL

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 1, 2020

Wednesday

All Day

Out of Office: New Year's Day

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 2, 2020

Thursday

All Day

Out of Office: SL

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,

US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
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1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 3, 2020

Friday

All Day

Out of Office: SL

January 3, 2020 Continued

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 4, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

January 5, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

January 6, 2020

Monday

All Day

Out of Office: SL

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:30 PM - 5:00 PM

Comms weekly look ahead -- John's office

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 7, 2020

Tuesday

All Day

Out of Office: SL

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 8, 2020

Wednesday

All Day

Out of Office: SL

January 8, 2020 Continued

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 9, 2020

Thursday

All Day

Out of Office: SL

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
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1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 10, 2020

Friday

12:00 AM - 12:00 AM

Out of Office: FMLA

12:00 AM - 12:00 AM

Stay at Hotel Colonnade Coral Gables, Autograph Collection -- Hotel Colonnade Coral Gables, Autograph Collection, Coral Gables
Hotel Colonnade Coral Gables, Autograph Collection
Coral Gables
+1 305-441-2600

Check-in: Jan 10, 2020 4:00pm

Check-out: Jan 11, 2020 11:00am

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

11:30 AM - 12:00 PM

Count down call with Haiti Mission -- LAC/AA conference room (b)(5); (b)(5) - Deliberative **PIN**

(b)(5)

<0>THIS is the only available time on John's schedule

LAC FO Support Staff,

Please work with Rhonda Shire in the Haiti Mission to schedule a call tomorrow with me, Barbara, Eric Kite, and Kelli Meyer to have a final countdown meeting re: John's trip to Haiti.
You can schedule over anything on my calendar as this is the priority.

Thanks,
Julie

--

Julie Ciccarone
Desk Officer, Haiti
USAID
1300 Pennsylvania Ave NW
Room 5.8.75
Washington, DC 20523
202-712-1626

January 10, 2020 Continued

Friday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 11, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

12:00 AM - 12:00 AM

Stay at Hotel Colonnade Coral Gables, Autograph Collection -- Hotel Colonnade Coral Gables, Autograph Collection, Coral Gables

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 12, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 13, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 14, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 15, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

3:00 PM - 4:00 PM

Annual Evaluation Form (AEF) Walk Through -- Point IV

<u>This meeting is not mandatory but your AEF is!</u> Please come to this session if you want a walk through of how to complete your form or if you have any questions.

<i>Please

January 15, 2020 Continued

Wednesday

note: if you are an AD-18 you do not need to come to this session. That being said, if you are a supervisor, it may be helpful for you to see how these forms are properly filled out and where you need to give your input.

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 16, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 17, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 18, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 19, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 20, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 21, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC Front Office Huddle (rescheduled due to holiday)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 22, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 23, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments

January 23, 2020 Continued

Thursday

from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 24, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 25, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 26, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

January 27, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:30 AM

SEC Intel Meeting with Bureau/Agency Reps -- 7.6-410

The SEC Intel Meeting held on MONDAYS will include Bureau reps and our outside agencies that we mutually support. The location can support discussions up to the TS/SCI level.

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

Tuesday

Please See Above

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing --

Wednesday

Please See Above

Reminder-conduct security checks before departing --

Thursday

Please See Above

Hi everyone!
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NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Reminder-conduct security checks before departing --

Please do not hesitate to reach out if you have questions. Please also do not forward this invitation (but please do reach out if you would like to invite another fellow appointee).

January 30, 2020 Continued

Thursday

Sincerely,

John and Cameron

January 31, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 1, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 2, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 3, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 4, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

February 4, 2020 Continued

Tuesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 5, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 6, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 7, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 8, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 9, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 10, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 11, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 12, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 13, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie

February 13, 2020 Continued

Thursday

Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 14, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 15, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 16, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 17, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 18, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

February 18, 2020 Continued

Tuesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 19, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 20, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 21, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 22, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 23, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 24, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 25, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 26, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 27, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

February 27, 2020 Continued

Thursday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 28, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

February 29, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 1, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 2, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 3, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 4, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 5, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 6, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 7, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 8, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

Sunday

Reminder-conduct security checks before departing --

Monday

Please See Above

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing --

Tuesday

Please See Above

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing --

Wednesday

Please See Above

Reminder-conduct security checks before departing --

Thursday

Please See Above

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

March 12, 2020 Continued

Thursday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 13, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 14, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 15, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 16, 2020

Monday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 17, 2020

Tuesday

All Day

Out of Office: FMLA

Please See Above

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 18, 2020

Wednesday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 19, 2020

Thursday

All Day

Out of Office: FMLA

Please See Above

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 20, 2020

Friday

All Day

Out of Office: FMLA

Please See Above

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 21, 2020

Saturday

All Day

Out of Office: FMLA

Please See Above

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 22, 2020

Sunday

All Day

Out of Office: FMLA

Please See Above

Sunday

Reminder-conduct security checks before departing --

Monday

Please See Above

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing --

Tuesday

Please See Above

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing --

Wednesday

Please See Above

Reminder-conduct security checks before departing --

Thursday

Please See Above

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

March 26, 2020 Continued

Thursday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing --

March 27, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

March 28, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

March 29, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

March 30, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

March 31, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 1, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 2, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and

April 2, 2020 Continued

Thursday

Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 3, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 4, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 5, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 6, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 7, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 8, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 9, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 10, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 11, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 12, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 13, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

April 14, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.ID Front Office Leadership-USAID**

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The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

Saturday

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing

Tuesday

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
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Location: Point IV

Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

Saturday

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing

Tuesday

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

Saturday

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Tuesday

Wednesday

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Friday

May 9, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 10, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 11, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 12, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 13, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 14, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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3. Open floor for questions/comments from bureau representatives.

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 15, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 16, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 17, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 18, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 19, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 20, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 21, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-

May 21, 2020 Continued

Thursday

scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 22, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 23, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 24, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 25, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 26, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 27, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 28, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below

May 28, 2020 Continued

Thursday

is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 29, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 30, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

May 31, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 1, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 2, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.ID Front Office Leadership-USAID**

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AGENDA

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

Saturday

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing

June 9, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 10, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 11, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 12, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 13, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 14, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing

Tuesday

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front Office Leadership-USAID**

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Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

Saturday

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

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Tuesday

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

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US-RRB-Cal-A.AID Front Office Leadership-USAID**

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Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

June 27, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 28, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 29, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 30, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 1, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 2, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 3, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 4, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 5, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 6, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 7, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 8, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 9, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,

US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

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3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-

July 9, 2020 Continued

Thursday

scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 10, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 11, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 12, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 13, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 14, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 15, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 16, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below

July 16, 2020 Continued

Thursday

is the agenda we run through. <u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 17, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 18, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 19, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 20, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 21, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.ID Front Office Leadership-USAID**

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Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

Saturday

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing

July 28, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 29, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 30, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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Location: Point IV
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4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

July 31, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 1, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 2, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 3, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 4, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 5, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 6, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 7, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 8, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

Sunday

Reminder-conduct security checks before departing

Monday

LAC FO weekly huddle -- John's office (5.9-12)

Reminder-conduct security checks before departing

Tuesday

WHA Directors Meeting -- State Department Room 6910

Reminder-conduct security checks before departing

Wednesday

Reminder-conduct security checks before departing

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
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Reminder-conduct security checks before departing

Friday

Reminder: Check on Weekly Report

Reminder-conduct security checks before departing

August 15, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 16, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 17, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 18, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 19, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 20, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 21, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 22, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 23, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 24, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 25, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 26, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 27, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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August 27, 2020 Continued

Thursday

scheduling@usaid.gov, 202-712-4040

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 28, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 29, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 30, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

August 31, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 1, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 2, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 3, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below

September 3, 2020 Continued

Thursday

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<u>
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4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 4, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 5, 2020

Saturday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 6, 2020

Sunday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 7, 2020

Monday

10:00 AM - 10:30 AM

LAC FO weekly huddle -- John's office (5.9-12)

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 8, 2020

Tuesday

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 9, 2020

Wednesday

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 10, 2020

Thursday

11:00 AM - 11:30 AM

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US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

September 11, 2020

Friday

9:30 AM - 10:00 AM

Reminder: Check on Weekly Report

4:55 PM - 5:00 PM

Reminder-conduct security checks before departing

June 10, 2019

Monday

11:30 AM - 1:00 PM

Assignment

1:00 PM - 2:00 PM

Travel

June 11, 2019

Tuesday

8:45 AM - 12:30 PM

Learning from Zika: Lessons for future public health emergencies -- District Architecture Center, 421 7th St NW, Washington, DC 20004, USA

Please consider joining us in person for an exciting event at the District Architecture Center.

GH/SDAA Irene Koek will provide opening remarks, followed by two panels and interactive "buzz stations." Find more information below, and the full agenda and registration link <a

(b)(5); (b)(6)

register if you plan to attend.

The Zika outbreak in Latin America and the Caribbean was sudden and unexpected, and it left a lasting public health impact that continues to affect communities. In April 2019, country representatives from 18 partner organizations across 14 countries met to critically reflect on the most effective approaches from the USAID-funded Zika outbreak response from 2016-2019. The "Learning from Zika" event will build on these conversations and share broadly applicable effective approaches identified across a variety of topics, including recommendations and discussions for the applicability of these practices to future outbreak responses.

Discussions will focus on effective approaches in relation to community engagement strategies, effective coordination during an emergency response, impacts on services and health systems, support to affected families, and learning / adapting during a rapid response. Disease outbreaks are a worldwide concern and will continue to be a critical consideration in the future of public health. The USAID-funded Zika outbreak response offers a unique opportunity to explore experiences and knowledge gained.

9:00 AM - 10:00 AM

Welcome breakfast for AA/LAC John Barsa -- LAC Front Office Suite

2:00 PM - 3:00 PM

Telephone call re: Bernardo Rico's visit

3:00 PM - 4:00 PM

Next steps on FEVS

June 12, 2019

Wednesday

9:00 AM - 10:30 AM

Read LAC intel books -- POC: Bernardo Rico, 216-3261, US-RRB-ConfRm-6th_Floor_SCIF-USAID

Can I read the Venezuela and LAC books on June 11th from 9:30 - 11AM and Wednesday from 9 - 10:30AM?
SCIF Attendee Guidelines:

June 12, 2019 Continued

Wednesday

- Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
- Validate appropriate clearance level of attendees upon their arrival.
- No electronic devices, food or drink allowed.
- Do not leave trash behind (there are no trash cans within the SCIF).
- Documents that are left behind in the SCIF will be shredded.
- Notify ES OMS Team of changes, or cancellations, prior to scheduled event by emailing esofcmgmtsupport@usaid.gov
- Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

June 13, 2019

Thursday

9:30 AM - 11:00 AM

Read LAC intel books -- POC: Bernardo Rico, 216-3261, US-RRB-ConfRm-6th_Floor_SCIF-USAID

May we kindly reschedule Bernardo's reading time in the SCIF from June 11th, 9:30 am to 11:00 am, to June 13th, 9:30 am to 11:00 am? Can I read the Venezuela and LAC books on June 11th from 9:30 - 11AM and Wednesday from 9 - 10:30AM?

SCIF Attendee Guidelines:

- Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
- Validate appropriate clearance level of attendees upon their arrival.
- No electronic devices, food or drink allowed.
- Do not leave trash behind (there are no trash cans within the SCIF).
- Documents that are left behind in the SCIF will be shredded.
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June 13, 2019 Continued

Thursday

• Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

Hi everyone!

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NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

11:30 AM - 12:30 PM

LAC All Hands -- Point IV Conference Room; Call: (b)(5); (b)(5) - **Access code:** (b)(5); (b)(5)

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with **Teresa McGhie**, Mission Director to **Burma**.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----

For those who cannot join us in person, please call in: **Dial-in (U.S. and Canada):** (b)(5); (b)(5) - **Participant Code:** (b)(5)

(b)(5)

-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (<mailto:kmagalif@usaid.gov> [target="_blank"](#)) with any questions.

BIOGRAPHY:

As Mission Director for Burma, **Teresa McGhie** oversees critical USAID programs that support efforts to strengthen the country's transition to democracy, expand economic opportunity, improve the health and resilience of vulnerable communities, further national reconciliation, and promote greater international cooperation. She was sworn in on June 17, 2016.

Before joining the Burma Mission in July 2014, Ms. McGhie most recently served as Mission Director for South Sudan. She led USAID efforts to provide lifesaving humanitarian assistance, support civil society and independent media to ensure that diverse voices are heard, and conflict mitigation, trauma and reconciliation activities in the world's youngest country.

Ms. McGhie also served as USAID's Mission Director in Angola, Deputy Mission Director in Mozambique, and Regional Legal Adviser in Sudan. In Angola, Ms.

June 13, 2019 Continued

Thursday

McGhie oversaw programs supporting democracy and governance, elections, economic growth, prevention of HIV/AIDS and the President's Malaria Initiative. In Sudan she provided legal advice for USAID's largest humanitarian program at the time and for the Mission's complex development programs.

Her extensive career in USAID's Foreign Service also brought her to Bangkok as part of the Regional Development Mission for Asia, as well as to Nairobi where she served in the East Africa Regional Mission. She joined USAID in 2000 as a legal officer.

A lawyer by training, Ms. McGhie worked as an associate attorney with Sidley and Austin in Washington, D.C., and with Orrick, Herrington and Sutcliffe in New York City before joining USAID. She also served as the assistant director of the International Legal Studies Program and as director of the Summer Law Program in Chile for American University's Washington College of Law.

Ms. McGhie holds a Bachelor's degree in political science from Utah State University and a law degree from American University. She is a career member of the Senior Foreign Service at the rank of Minister Counselor.

June 14, 2019

Friday

1:30 PM - 2:30 PM

Lunch/Coffee

2:00 PM - 2:30 PM

HOLD - Meeting with Jim Swigert (NDI) -- LAC FO Conference Room?
Amelia,

Can you assist with reserving the LAC FO Conference Room for this. If that room is not available, please let me know to find a different room.

Thanks,

John

3:30 PM - 4:00 PM

Prepare Briefing Book for 1st day Materials

4:00 PM - 5:00 PM

TT Meeting

4:00 PM - 5:00 PM

Venezuela Tiger Team Weekly Mtg -- US-RRB-CAL-CMC_Main_Conference_Room_7.06.136-USAID

4:15 PM - 4:45 PM

Meeting with John Barsa, AA/LAC -- Angelique's Office, 6.08-110

June 17, 2019

Monday

12:00 PM - 2:46 PM

Flight to Miami (AA 1048) -- Washington DCA
American flight 1048
Washington DCA 12:12pm (local time) - Miami MIA 3:34pm (local time)

June 17, 2019 Continued

Monday

Confirmation number: (b)(6)

3:41 PM - 9:22 PM

Flight to Lima (AA 1307) -- Miami MIA

American flight 1307

Miami MIA 6:20pm (local time) - Lima LIM 11:06pm (local time)

Confirmation number: (b)(6)

June 18, 2019

Tuesday

3:00 PM - 4:00 PM

USAID's LGBTI+ Pride Month Event -- Point IV Conference Room , 6th floor Ronald Reagan Building, US-RRB-Cal-Diversity and Inclusion Events-USAID

June is Lesbian, Gay, Bisexual, Transgender, and Intersex (LGBTI+) Pride Month. USAID celebrates the contributions of our LGBTI+ staff and our efforts to ensure that our programs and policies are inclusive of all people, regardless of their sexual orientation or gender identity/expression.

All staff are invited to attend Pride@USAID, USAID's LGBTI+ Pride Month Event, on Tuesday, June 18, 2019 from 3:00 p.m. to 4:00 p.m. (ET) in the Point IV Conference Room, 6th Floor, RRB. The event, which will feature remarks from former Congressman Jim Kolbe (R-AZ), will be filmed and made available for internal distribution for those unable to attend in person. Please see the attached flyer for additional information.

Any questions concerning this notice may be directed to:
-- Danielle Green, Chair of Gender and Sexual Minorities@AID, dagreen@usaid.gov
-- Zaid Abuhouran, Glifaa Vice President for USAID, usaidvp@glifaa.org

June 19, 2019

Wednesday

12:00 AM - 12:00 AM

Stay at Casa Andina Select Pucallpa -- Casa Andina Select Pucallpa, Pucallpa

Casa Andina Select Pucallpa

Pucallpa

+51 61 586600

Check-in: Jun 19, 2019 12:00am

Check-out: Jun 20, 2019 12:00am

5:15 PM - 5:30 PM

Touchbase on AA/LAC Barsa proposed meetings

June 20, 2019

Thursday

12:00 AM - 12:00 AM

Stay at Casa Andina Select Pucallpa -- Casa Andina Select Pucallpa, Pucallpa
Please See Above

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Marcia Musisi-Nkambwe, Mission Director to Sudan.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5); (b)(5)-
Participant Code: (b)(5) (b)(5)
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Marcia Musisi-Nkambwe began her position as Mission Director to Sudan in July 2017. She has been working for USAID in various capacities for more than 24 years and is a career member of the Senior Foreign Service.

Ms. Musisi-Nkambwe was previously Mission Director and Deputy Mission Director to Rwanda. Before her assignment in Rwanda, she served as Program Office Director in three very challenging environments - South Sudan, Nigeria and Iraq. She also worked as Program/Project Development Officer and Private Sector Advisor for many years in USAID/Southern Africa and USAID/Botswana.

Before joining USAID, she was a technical advisor to the Botswana Central Statistics Office for four years under a USAID project. She also worked as an economist in Chicago for several years, taught economics and statistics at Roosevelt University in Chicago, and served as a Peace Corps Volunteer in Sierra Leone.

Ms. Musisi-Nkambwe has a Master's Degree in Economics from the University of Illinois and a Master of Science in Managerial Economics and Decision Sciences from Northwestern University.

June 21, 2019

Friday

10:30 AM - 12:00 PM

Transformation briefing with AA Barsa -- Large Conference Room; Dial (b)(5)

2:12 PM - 4:19 PM

Flight to Washington (AA 5521) -- Miami MIA

American flight 5521

Jacksonville JAX 2:12pm (local time) - Washington DCA 4:19pm (local time)

Confirmation number: (b)(6)

June 26, 2019

Wednesday

12:00 PM - 1:30 PM

ASHA Partner Presents Bolivian Dancers to Perform at RRB -- Woodrow Wilson Plaza, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

American Schools and Hospitals Abroad is pleased to present the Hughes Schools Bolivian Folk Dance and Music Company in a special performance on the Woodrow Wilson Plaza (near the Farmers Market) on Wednesday, June 26th at 12:00 p.m.

Agency Counselor Chris Milligan will offer keynote remarks.

ASHA has supported Hughes Schools in Bolivia since 2015 through the construction and equipping of classrooms and performance space. Support from USAID permits the Hughes School to increase educational services that foster meaningful academic and artistic exchange and promotes a commitment to universal values and mutual understanding. Please feel free to invite other interested parties.

12:00 PM - 12:15 PM

Brief cha with Oghale

12:30 PM - 1:30 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Leslie Marbury, Mission Director to Rwanda.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial in (U.S. and Canada): (b)(5); (b)(5)-
Participant Code: (b)(5)
(b)(5)
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Leslie Marbury, a career member of the Foreign Service, joined USAID in 2004. Ms. Marbury joined the USAID Rwanda team in January 2017.

She has served overseas with USAID in Honduras, Bolivia, South Africa and most recently Burma. Throughout her time with the U.S. Government, she has worked with local partners and governments to improve economic governance, private sector investment, trade policy, the financial sector, environmental policy, and food security.

Prior to joining the

June 26, 2019 Continued

Wednesday

Agency she served as a Peace Corps volunteer in Ghana. She received her Masters degree in Agriculture/ Natural Resource Economics and Policy and Bachelors degree in Economics from the University of Georgia.

1:00 PM - 2:00 PM

Development Cooperation Landscape Tool

This is a demo of new tool that PPL's Office of Development Cooperation has launched. The Development Cooperation Landscape Tool will allow USAID staff to directly analyze other development organizations and their programs in a country.

The tool will help staff:
(1) better understand partners' priorities
(2) help identify areas of alignment
(3) help reduce duplication of efforts in regions and/or sectors
(4) support Missions in crafting Country Development Cooperation Strategies (CDCS).

3:00 PM - 5:00 PM

Farewell Open House for Ted -- LAC/CAR meeting area next to 5.08-095

Come have a drink with us and wish Ted Lawrence farewell and all the best as he departs for his next assignment in Kenya! Remarks will be at 3:15.

Sign up list for snacks/drinks:

(b)(5)

June 27, 2019

Thursday

10:15 AM - 11:15 AM

Read LAC intel books -- POC: Amelia Hill, 2-4760, US-RRB-ConfRm-6th_Floor_SCIF-USAID

Attendee Guidelines:

• Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.

• Validate appropriate clearance level of attendees upon their arrival.

• No electronic devices, food or drink allowed.

• Do not leave trash behind (there are no trash cans within the SCIF).

• Documents that are left behind in the SCIF will be shredded.

• Notify ES OMS Team of changes, or cancellations, prior to scheduled event by emailing esofcmgmtsupport@usaid.gov

• Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below

June 27, 2019 Continued

Thursday

is the agenda we run through. <u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

5:00 PM - 7:30 PM

Hora Feliz to celebrate LAC's newest doctors! -- @Spin DC (1332 F St NW, near corner bakery)
Ok, maybe not the kind of doctors that you would ask for in an airplane when someone is ill.

Still, Dr. Julie Gerdes and Dr. Michael Lisman both just finished their respective doctoral dissertations and can think of no better way to celebrate than to drink and play ping pong. There will be a main event pong match featuring Michael versus Julie, and it will not be taken lightly by either of them.

We hope at least one of the two activities, if not the simple chance to fete your exhausted and relieved colleagues, will be enough to draw you up the street and join us!

@SPIN DC: 1332 F St NW

June 28, 2019

Friday

12:30 PM - 1:30 PM

Brown bag: Education in Peru -- LAC large conference room / (b)(5)
Please join us for a brown bag with Marisol Perez, Education Officer and Chief of the Governance and Institutional Strengthening Office at USAID/Peru. Marisol will talk about education in Peru from her experience in closing out the sector. She'll reflect on some of the successes and achievements that USAID leaves behind after 20 years of direct education assistance, lessons learned about what helps or hinders sustainability of impact, handover, and documentation and communication of USAID's legacy.

Call in number: (b)(5); (b)(5)- access code: (b)(5); (b)(5)-

3:00 PM - 4:00 PM

Venezuela TT meeting

4:00 PM - 5:30 PM

Farewell Party iho Steven Fondriest -- LAC Bureau - TBD
All: Please join us next Friday as we celebrate and honor Steven for his remarkable tenure in LAC, and roast -- err -- "toast" him as he prepares for his posting in USAID/Haiti. Drinks and snacks will be provided!

July 2, 2019

Tuesday

9:15 AM - 9:45 AM

FO Huddle -- John's office

July 3, 2019

Wednesday

9:00 AM - 9:30 AM

Amelia/Johanna Taskers

Hey! Does this time work for you?

1. Discussion on sharing taskers -- options by country, office, etc. to work as a team on getting the job done :)

July 5, 2019

Friday

9:30 AM - 10:30 AM

CONFIRMED: LAC/DAA Reading -- POC: Amelia Hill, 2-4760, US-RRB-ConfRm-6th_Floor_SCIF-USAID
POC: Amelia Hill
Jr. Program Analyst
Bureau for Latin America and the Caribbean
Work: (202) 712-4760 | E-mail: amhill@usaid.gov
All ES Templates can be found here.
LAC FO Staff - lacfosupportstaff@usaid.gov
Attendee Guidelines:
Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
Validate appropriate clearance level of attendees upon their arrival.
No electronic devices, food or drink allowed.
Do not leave trash behind (there are no trash cans within the SCIF).
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Notify ES Operations Team of changes, or cancellations, prior to scheduled event by emailing 6thfloorscif@usaid.gov
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July 8, 2019

Monday

2:00 PM - 2:30 PM

All hands to discuss T3 Tasker -- Front Office Suite; Dial in: (b)(5); (b)(5) - Access (b)(5)
Please come to the Front Office Suite for a quick all hands announcement from AA/LAC John Barsa.

July 9, 2019

Tuesday

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Jay Singh, Mission Director to Azerbaijan.
The Mission Directors @ Lunch series of events encourages Washington

July 9, 2019 Continued

Tuesday

staff to interact with Mission Directors in an informal setting, hear best practices, and get a "view from the ground." Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----

For those who cannot join us in person, please call in: Dial-in (U.S. and Canada): (b)(5); (b)(5) - Participant Code: (b)(5); 066

-----***PHONE DIAL-IN***-----

We look forward to seeing you! Please contact Katherine Magalif (<mailto:kmagalif@usaid.gov>) with any questions.

BIOGRAPHY:

Dr. Jaidev "Jay" Singh assumed his position as the new Mission Director for the United States Agency for International Development (USAID) in Azerbaijan in July 2018. In Baku his goal is to enhance an enduring partnership with Azerbaijan by increasing Azeri socio-economic independence from Russia, China and Iran while enhancing good governance. Prior to being named Mission Director, Dr. Singh, a career Foreign Service Officer, served in several senior leadership roles in Washington, D.C. and in various Missions overseas where he managed strategically important relationships with bilateral and multilateral development partners to achieve development and humanitarian goals. His overseas assignments include Mali, Bosnia-Herzegovina, Japan, South Sudan, Djibouti, Kenya and Afghanistan. Dr. Singh holds a doctorate from the University of Washington, Seattle, and master's degrees in business administration and international diplomacy.

July 11, 2019

Thursday

11:15 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV

Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

4:30 PM - 7:00 PM

Women@AID Happy Hour! -- 666 14th St NW, Washington, DC 20005, USA

What: Women@AID Happy Hour

When: Thursday, July 11th, 4:30-7:00PM

Where: MXDC Cocina Mexicana

666 14th St NW, Washington, DC 20005

Celebrate with the new Women@AID board! Bring your guests - the more the merrier.

July 16, 2019 Continued

Tuesday

she was the supervisory contracting officer at USAID's missions in Iraq, South America (covering Peru, Bolivia, Colombia, Ecuador, Paraguay and Brazil), and West Bank-Gaza. From 1995 to 1999 she served as a private enterprise officer, then as chief of the economic growth office in USAID/Russia. McKee was recruited as a Foreign Service Officer in 1995 from the private sector. Before her USAID career, McKee served as the general manager and then executive director for Capital Investment Group's (CIG) Russia operations, and earlier for Morrison Knudsen, Inc.'s international mining division throughout the former Soviet Union. McKee holds a bachelor's degree in economics, political science, and Russian language from the University of California. She has also earned a Master of Business Administration and a Master of Arts in International Studies from the University of Washington. (b)(6)

(b)(6)

1:00 PM - 2:00 PM

Ministerial to Advance Religious Freedom - Administrator Green Remarks --

(b)(5)

Administrator Mark Green will deliver remarks at the Ministerial to Advance Religious Freedom on Tuesday, July 16, 2019. The second Ministerial to Advance Religious Freedom will convene government officials, representatives of international organizations, faith leaders, rights advocates, and members of civil-society organizations from around the world to discuss challenges to religious freedom; identify concrete means to address the persecution of, and discrimination against, religious groups; and promote greater respect for religious freedom for all. The Ministerial is taking place in Washington, D.C., July 16-18, 2019. Administrator Green will speak about the dependencies between development and religious freedom, and the importance of engagement with faith-based stakeholders for the success of programs in multiple sectors. He will also discuss how religious freedom helps propels USAID beneficiaries on the Journey to Self-Reliance as they transform from beneficiaries to partners to donors. WHEN: Tuesday, July 16, 2019, 1:20 p.m. WHERE: U.S. Department of State, Loy Henderson Auditorium, 2201 C Street, N.W., Washington, D.C. 20520 or a

(b)(5); (b)(6)

July 17, 2019

Wednesday

12:30 PM - 1:30 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Art Brown, Mission Director to Dominican Republic. The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors in an informal setting, hear best practices, and get a "view from the ground." Please arrive early to get a seat. We have a space limitation of 40 seats. -----***PHONE DIAL-IN***-----

July 17, 2019 Continued

Wednesday

For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5) Participant Code:

(b)(5) *****PHONE DIAL-IN*****

We look forward to seeing you!

Please contact Katherine
Magalif (kmagalif@usaid.gov)
with any questions.

BIOGRAPHY:

Mr. Arthur Brown is a Senior Foreign
Service Officer (SFS) with the rank of Counselor for the United
States Agency for International Development (USAID). He arrived as
Mission Director to the Dominican Republic in 2016. For 20 months he
was on Detail as Deputy Chief of Mission (DCM) to the Department of
State. Mr. Brown has worked for the federal government for more than
26 years.

Mr. Brown is responsible for bilateral development
assistance for the Dominican Republic with a focus on improving
citizens' security through implementing education, youth-at-risk, and
vulnerable population programs. Regionally he leads a team that
provides legal, program, environmental, financial management,
procurement, economic analysis, and executive office services to
USAID/Jamaica, and USAID/Barbados, and accounting/voucher payment,
and legal support to USAID/Haiti. On Detail as DCM, Mr. Brown led and
directed Embassy operations and was the Rating Official for the
Political, Economic, International Narcotics and Law Enforcement,
Public Affairs, Regional Security Officer, and Management sections,
provided oversight to the Consular section, and provided supervision
to over 13 other federal agency chiefs.

Mr. Brown served as
the SFS Deputy Mission Director in Kabul, Afghanistan (2015-2016)
where he was responsible for Mission operations, international donor
engagement, and coordinating relations with the Afghan's foreign-aid
management unit. He served as the USAID/Nicaragua Mission Director
(2012 to 2015) leading governance and local development programs. Mr.
Brown has a distinguished career serving in various USAID Africa
Missions (DR Congo, Nigeria, Guinea & Sierra Leone, Botswana, with
extended TDYs to Madagascar, and Benin as Acting Director), and the
Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA).
Prior to joining USAID, he served as a Senior Financial Manager at
the JHPIEGO Corporation working in the Maternal/Child Health &
HIV/AIDS sectors.

Mr. Brown has completed the Deputy Chief of
Mission (DCM) Seminar at the Foreign Service Institute (FSI). He
graduated from Johns Hopkins University (MBA), University of Virginia
(BA), and the National War College (MS-National Security Strategy).
He is a National Defense University (NDU) CAPSTONE Fellow, and Mr.
Brown is a graduate of the Joint Special Operations University's-
Combined/Joint Force Special Operations Component Commander Course
(C/JFSOCC). He holds various USAID honor awards, Performance Awards,
and the Administrator's Management Improvement Award. Mr. Brown also
is a distinguished recipient of the U.S. Peace Corps' Franklin H.
Williams award for Outstanding Community Leaders.

Mr. Brown
has volunteered in a variety of civic and charitable organizations-
Women Infants and Children (WIC) welfare program, and the Washington
Free Clinic in Washington, DC. Mr. Brown served as a Rural Community
Development Extension Agent in the Republic of Bénin, West Africa,
Ministry of Labor and Social Affairs where he was a Peace Corps
Volunteer (PCV) for over three years.

Mr. Brown is married to

July 17, 2019 Continued

Wednesday

Krista Luchie Brown (BSN, RN, MS). She is a Certified Family Nurse Practitioner (CRNP), and Returned Peace Corps Volunteer-Togo, West Africa. They have a son and a daughter together.

July 18, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with **Christophe Tocco**, Senior Development Counselor for European Affairs and U.S. Government Representative to the **OECD** Development Assistance Committee (DAC).

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----**PHONE DIAL-IN**-----

For those who cannot join us in person, please call in: **Dial-in (U.S. and Canada): (b)(5)**

Participant Code: **(b)(5)** -----**PHONE DIAL-IN**-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

As the Senior Development Counselor for European Affairs, **Mr. Christophe Tocco** brings over 20 years of experience in managing and executing international development and humanitarian programs in throughout Africa. Mr. Tocco is the U.S. Government Representative to the Development Assistance Committee (DAC). The DAC is attached to the Organization for Economic Cooperation and Development and is the pre-eminent forum where the major donors of the world - 30 formal members and 15 other key multilateral and bilateral providers of development assistance - work together to ensure development cooperation is effective. DAC members contribute over 80% of the world's Official Development Assistance (ODA).

Mr. Tocco previously served as the USAID Mission Director in the DRC, one of the U.S. Government's priority countries for foreign assistance in Africa. Development challenges include promoting peace and stability, strengthening democratic institutions,

July 18, 2019 Continued

Thursday

improving the population's livelihoods, stimulating economic growth, and strengthening health and education systems. He managed a staff of over 160 and annual appropriations in excess of \$500 million including development, emergency food, and non-food assistance. He also managed the DRC's regional operating unit, which includes the longstanding, six-country Central African Regional Program for the Environment, and programming in the Central African Republic and Republic of Congo.

As USAID Senegal's Deputy Regional Director, Mr. Tocco initiated, developed and led the Sahel Joint Planning Cell (JPC). The Sahel JPC represented a departure from the "business as usual" divide between humanitarian and development programming, and forged an innovative approach that combined the planning and development of all resources implemented through USAID staff in Niger, Senegal and Ghana's West Africa Mission into a systematic approach to build the resilience of the most vulnerable populations. He also managed bilateral programs and staff in Mauritania, Burkina Faso, Niger, Chad, Cape Verde, the Gambia and Guinea Bissau.

Mr. Tocco graduated magna cum laude from the University of California at Los Angeles in (b)(6) where he earned a bachelor's degree in economics. Mr. Tocco regularly draws on his experiences living and working in countries such as Morocco, Rwanda, Jordan and Senegal, as well as his fluency speaking French, Spanish, Moroccan and standard Arabic. Mr. Tocco was a Peace Corps Volunteer in rural Morocco focused on health. He also worked for USAID as an Education Officer in Morocco and as a Supervisory Program Officer in charge of strategy, project design, monitoring, and budgeting and program oversight for USAID in Rwanda and Senegal.

Mr. Tocco is originally from Los Angeles, California.

July 19, 2019

Friday

1:30 PM - 2:30 PM

Lunch w/ Amelia -- TBD -- RRB

July 22, 2019

Monday

3:30 PM - 4:00 PM

Discuss Vzla Event (Hez)

July 24, 2019

Wednesday

12:30 PM - 2:00 PM

YP@AID 4th Annual Institutional Contractor Panel -- USAID Point Four Conference Room (RRB 6.8A)
Dear YP Colleagues,

YP@AID is pleased to present our 4th Annual Institutional Contractor Panel!

Are you new to USAID?

Curious about the different career paths into the Agency?

Looking for opportunities to move up?

On Wednesday, July 24 at 12:30 p.m.. you're invited to join us for a discussion and networking
event with representatives from several USAID institutional contracting companies. This year's featured participants include: Apprio, Camris, Dexis, Highlight Technologies, PAE/Macfadden, RTI, and Social Solutions International.

July 24, 2019 Continued

Wednesday

Come with questions and your business card!

For additional event information, please contact Princess Ifon (YP@AID Professional Development Chair), pifon@usaid.gov and Amber Whittington (YP@AID President), awhittington@usaid.gov.

4:00 PM - 5:00 PM

IWP event - AI Initiatives: U.S. and Chinese Strategies

July 25, 2019

Thursday

9:00 AM - 12:00 PM

AMIA 25th Anniversary: Improving regional counterterrorism cooperation in the wake of a tragedy -- Russell Senate Office Building, 2 Constitution Avenue Northeast Room 485, Washington, DC, US, 20002
AMIA 25th Anniversary: Improving regional counterterrorism cooperation in the wake of a tragedy
Russell Senate Office Building, 2 Constitution Avenue Northeast Room 485, Washington, DC, US, 20002

Confirmation number: (b)(6)

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID Front Office Leadership-USAID

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3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

3:00 PM - 3:30 PM

Touch base with FO Support team -- John's office

5:00 PM - 6:00 PM

Meeting Jason Marczak & Bernardo Rico RE: Colombia Task Force -- Atlantic Council Headquarters

July 26, 2019

Friday

1:00 PM - 2:00 PM

Lunch w/ Amelia (LAC) -- RRB/TBD

July 29, 2019

Monday

1:00 PM - 1:30 PM

MLCTeam - LAC POC meetup -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

July 29, 2019 Continued

Monday

3:00 PM - 3:15 PM

Follow up with Amelia -- Alex's Office

4:00 PM - 5:00 PM

Secure Phone Installation/Training w/ Michael Evans -- John's Office

John, would you like to Susanne to join this training?

July 30, 2019

Tuesday

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Tony Chan, Outgoing Mission Director to Liberia.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5)

Participant Code: (b)(5)
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Anthony (Tony) S. Chan is a member of the Senior Foreign Service and outgoing Mission Director of USAID/Liberia. The Mission is partnering with Liberia to strengthen institutions, drive economic growth and reduce poverty.

He was Acting Deputy Assistant Administrator, USAID/Bureau for Africa. He oversaw the Office of Sustainable Development, a team of over 70 technical experts in all areas of USAID programs. He also served as the Secretariat for the Trade Hub Management Council to provide strategic coordination among USAID's three flagship African Trade Hubs. The Office of West African Affairs was also under his purview. That office coordinates USAID's activities in 21 countries (12 with a USAID presence) with an annual budget of approximately \$1.7 billion.

Over his USAID career he has designed and implemented programs in cash transfer/policy reform, trade, customs, financial sector restructuring, privatization, fiscal and monetary policy, commercial law, and most recently large infrastructure programs. As a Regional Economic Advisor he provided technical support to USAID programs in twelve countries in East and Southern Africa.

Primarily as a result of his postings, he speaks French, Spanish, Bahasa Indonesia, and conversational Egyptian Arabic, and Haitian Creole.

He has a PhD in economics (International Finance, International Trade, Monetary, and Development) from UCLA.

July 31, 2019

Wednesday

12:00 PM - 1:00 PM

Blacks in Government Entrepreneurship Forum -- Ronald Regan Building, 7.6.230; Dial-in (b)(5)
access code (b)(5)

Dear YP Colleagues,

We would like to share an event being hosted by the USAID Chapter of Blacks in Government. Please see below for details!

If you have ever thought about starting your own business, join Blacks in Government for its Entrepreneurship Discussion Forum on Wednesday, July 31st from 12pm - 1pm in the Ronald Reagan Building, Room 7.6.230. You may also join remotely by dialing (b)(5) access code (b)(5)

Come to this event to hear about:

- The different types of legal entities and how to start your own business,
- Resources available for those interested in business ownership,
- The ethics considerations for business ownership while maintaining your job at USAID, and
- Real life experiences of fellow staff that are also business owners, and how they have achieved success as business owners while also fulfilling USAID's mission.

We now live in a time where citizens find it challenging to take care of their daily expenses solely based on their salaries, while also saving for retirement, paying for children's education and/or taking care of elderly parents. Business ownership is a viable option for USAID staff that wish to have another source of income to address their present and future financial needs while, in many cases, pursuing a personal passion. This discussion forum can help you gain the information you need to get started on your entrepreneurship journey, so we hope to see you there. Please feel free to share this invite with others in the Agency you feel may be interested in the information!

4:30 PM - 5:30 PM

Meeting w/ Amelia Hill -- Cristina's Office (SA-44, 234-F)

August 1, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie

August 1, 2019 Continued

Thursday

Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

3:00 PM - 5:00 PM

Debbie's Retirement Farewell Open House -- LAC/CAR meeting area next to 5.08-095

Come have a drink in the best-lit area of LAC to celebrate the retirement of our very own Debbie Banks. Join us as we wish her luck in her next adventure.

If interested, please provide voluntary monetary donations to Molly Fellenbaum
(5.08-73) or on Venmo: @molly-fellenbaum. If interested in bringing a snack or beverage, please sign up using the sheet below.

<a

(b)(5); (b)(6)

4:00 PM - 4:30 PM

Coffee w/ Ashlee -- Meet by 14th St Elevators, 4th floor

August 2, 2019

Friday

8:30 AM - 9:30 AM

Staff Care Assessment Report Meeting -- LAC Large Conference Room
LAC Conference Line

Dial-In: (b)(5); (b)(5) -
Access Co Deliberative
Process Privilege

1:00 PM - 1:30 PM

Drop-By: LAC

A/AID will drop by for about 20 minutes. Please gather staff (as much as you can) in the LAC FO. He will speak briefly and take about 3-5 questions from the group.

4:15 PM - 4:45 PM

1:1 Courtesy Meeting w/ Ben Schapiro (RSD/ENV)

August 5, 2019

Monday

12:00 PM - 1:00 PM

Amelia Presentation Prep Point IV

1:30 PM - 2:00 PM

LAC Twitter War -- Point IV

POC: Hallam Overton, Taylor Slate
SA: no
Briefer: no

Dial in: (b)(5); (b)(5) -
Access co Deliberative Process
Privilege

2:45 PM - 3:00 PM

set up for Jene's SIC with John

August 5, 2019 Continued

Monday

4:00 PM - 4:30 PM

Touch base on SIC logistics -- TBD

August 6, 2019

Tuesday

3:00 PM - 5:00 PM

Swearing-in ceremony for AA/LAC John Barsa -- Point IV

POC: Alex Dehelean

Staff: LAC

SA: No

Briefer: Yes

5:30 PM - 7:00 PM

Young Professionals in Development Network (YPN) Happy Hour -- Eighteenth Street Lounge 1212 18th St NW Washington, DC

Dear YP Colleagues:

Looking for an opportunity to stay engaged with the YP community in August? YP@AID would like to share with you a networking event happening on Tuesday, Aug 6 at 5:30 p.m. hosted by the Society for International Development (Washington Chapter). Come out, network, and make connections at one of DC's most diverse social events this summer!

Best,
Andy Sheridan
YP@AID Communications Officer

10:00 PM - 11:00 PM

2020 Vision: FY2020 Country Roadmaps Rollout Webinar -- AIDConnect:

(b)(5)

2020 Vision: FY2020 Country Roadmaps Rollout Webinar

The FY 2020 Country Roadmaps Rollout is fast approaching. The Self-Reliance Metrics Team will host two webinars to brief colleagues in the field and in Washington on what to expect for this year's rollout. The webinars will cover:
New additions and changes that have been made to the FY 2020 Country RoadmapsThe socialization process for engaging with country partners prior to the external launchAn update on how to use Roadmaps in the CDCS processThirty minutes will be allocated for Q&A, and the J2SR Metrics Team encourages all participants to ask any and all questions.

Given that we expect a high volume of interest in this webinar, we strongly encourage Washington and field colleagues to host watch parties.

<u>Agenda:</u>

Welcome and introsOverview of FY 2020 Roadmap launchDiscussion of what's different/Roadmap changesTimeline for socializing with host country partners prior to external launchUpdate on Roadmaps in the CDCSQ&A - 30 minutes
Where: AIDConnect: <a

(b)(5); (b)(6)

Tuesday, August 6 at 10:00pm EDT and Thursday, August 8 at 8:00am EDT
Who: USAID employees

To learn more, please

(b)(5); (b)(6)

Page. A recording of the webinar will be shared on the ProgramNet

August 6, 2019 Continued

Tuesday

event page in the days following the event.

<i>Please note: If you experience technical difficulties accessing the AIDConnect room, please try copying and pasting the URL into a different browser. You can also email programnet@usaid.gov for technical support.</i>
<i>
</i>
<i>If you have any questions about the event, please contact John Gardner (jgardner@usaid.gov). </i>

August 8, 2019

Thursday

8:00 AM - 9:00 AM

2020 Vision: FY2020 Country Roadmaps Rollout Webinar -- AIDConnect:

(b)(5)

2020 Vision: FY2020 Country Roadmaps Rollout Webinar

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Given that we expect a high volume of interest in this webinar, we strongly encourage Washington and field colleagues to host watch parties.

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Where: AIDConnect:

(b)(5); (b)(6)

Tuesday, August 6 at 10:00pm EDT and Thursday, August 8 at 8:00am EDT
<u>Who</u>: USAID employees

To learn more, please visit the

(b)(5)

Event Page. A recording of the webinar will be shared on the ProgramNet event page in the days following the event.

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<i>If you have any questions about the event, please contact John Gardner (jgardner@usaid.gov).
 </i>

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments

August 8, 2019 Continued

Thursday

from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

August 9, 2019

Friday

1:00 PM - 2:00 PM

Lunch w/ Amelia -- Farmers Market

August 13, 2019

Tuesday

12:00 PM - 1:00 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Ted Gehr, Mission Director to Nicaragua.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5); (b)(5) -

Participant Code: (b)(5);
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Mr. Ted Gehr is currently responsible for overseeing USAID's assistance programs in Nicaragua. Prior to his arrival in Nicaragua, he served as Deputy Mission Director in Peru from 2012 until 2015. He was also Deputy Mission Director in Pakistan, heading up the Provincial Office in the Punjab (2011-2012).

Mr. Gehr served as USAID's Senior Development Advisor to the U.S. Pacific Command (2008-2011). He was a Program and Project Development Officer in USAID overseas field missions in India (2004-2008), Bolivia (2000-2004), the Dominican Republic (1996-2000) and Egypt (1992-1996). In these positions, he was responsible for USAID Mission strategic planning, project design, budgeting, monitoring and evaluation, donor coordination, public-private partnerships, and communications and outreach.

Prior to joining USAID, Mr. Gehr served as a Professional Staff Member on the Senate Foreign Relations Committee, where he focused on Latin America (1990-1992). He also served as a Peace Corps Volunteer in Costa Rica (1985-1987).

Mr. Gehr has a Masters in International Affairs from Columbia University's School of International and Public Affairs. He received a Bachelor's degree, majoring in Political Science and Spanish, from the University of Oregon.

August 14, 2019

Wednesday

12:30 PM - 1:30 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Andy Karas, Mission Director to Tanzania.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5)

Participant Code: (b)(5)
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Andy Karas, a career member of the Senior Foreign Service, joined USAID in 2000. Andy took up his assignment as Mission Director of USAID/Tanzania in August 2017. He has served overseas with USAID in Rwanda, Kenya (with the regional mission), Afghanistan, Djibouti, and as the Mission Director of USAID/Ghana.

Prior to joining USAID, Andy worked with local and international non-governmental organizations in Rwanda and Kenya, and also, with community-based organizations serving homeless and low-income populations in New York City and San Francisco, USA.

Andy gained his formative experience as a U.S. Peace Corps Volunteer in Kenya from 1985-88, supporting rural women's groups on agriculture projects. Andy earned his B.A. in African History from Middlebury College, and a M.S. in International Agriculture Development from the University of California, Davis. He speaks Kiswahili and is conversational in French.

August 15, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
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1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

August 19, 2019

Monday

9:00 AM - 10:00 AM

PAHO Event Discussion

August 22, 2019

Thursday

12:00 AM - 12:00 AM

Out of office

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- ES Team Room,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

August 23, 2019

Friday

All Day

Out of office

Please See Above

August 24, 2019

Saturday

All Day

Out of office

Please See Above

August 25, 2019

Sunday

All Day

Out of office

Please See Above

August 26, 2019

Monday

12:00 AM - 12:00 AM

Out of office

Please See Above

3:00 PM - 3:45 PM

AA Pre Brief: Remarks for VZ Challenge Partners Events -- AA/LAC Conference Room

"Please join USAID and IDB as the keynote speaker for our Venezuela Challenge Donor Agency Event on Tuesday, August 27th from 10:30 am to 12:00 pm and the Partner Socialization Workshop on Thursday, August 29th from 9:30 am to 12:30 pm. The first event will bring together representatives from donor and multilateral agencies from around the world. The

August 26, 2019 Continued

Monday

second event brings together faith-based organizations, Venezuelan diaspora groups, LAC academic experts, and NGOs responding to and/or impacted by the regional crisis. It is our goal to recruit potential foundational, operational, and outreach partners, gather regional expertise and feedback on the Challenge approach, and socialize the Challenge.

We ask for a 5-7 minute presentation on the current regional crisis and how USAID seeks to find innovative solutions over the next 24 month challenge. The Secretariat will then present on the mechanics of the Challenge to the representatives and allow them to ask questions on how it will be run. We would like to be as inclusive as possible and have the organizations see where they may fit into the process. With your keynote presentation, we hope to amplify the Challenge and excite these organizations into becoming potential partners."

August 27, 2019

Tuesday

2:00 PM - 3:00 PM

Meet and Greet with LAC/SPO and FO Support Staff -- LAC SPO conference room

Hi - we thought it'd be beneficial to have an informal meet n greet with the SPO staff to help explain the different portfolios and also put names to faces.

3:00 PM - 4:00 PM

LAC All Hands Meeting - StaffCare -- Nelson Mandela Conference Room, 7.08.450; Dial in:

(b)(5)

August 29, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

3:30 PM - 4:00 PM

Update on the Zemitek Contract -- AA/LAC Conference Room

All,

AA John Barsa and I need to provide and update on the Zemitek contract for all of you. Please come to the AA/LAC conference room

Thursday

during this time so we can discuss this important issue. Please let me know if you are unable to attend at this time and I will come talk to you personally. Thanks.

Friday

11:30 AM - 12:30 PM

1:1 with Amelia -- RRB 5.9-01

1:00 PM - 2:00 PM

Lunch at Farmers Mkt -- 13 1/2 Street Turnstiles

Tuesday

2:45 PM - 8:24 PM

Flight to Bogotá (UA 6668) -- Washington IAD

United flight 6668

Washington IAD 4:35pm (local time) - Bogotá BOG 8:55pm (local time)

Confirmation number: (b)(6)

Wednesday

10:00 AM - 11:00 AM

BPR-Hiring and Performance Mgmt (Only Civil Service, PSC, contractors) -- RRB 6.6-120 call in (b)(5)

(b)(5)

This is session one of two offered and is intended for only Non-Foreign Service Officer staff (all hiring mechanisms except FSO and FSL)

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

-Some sessions are intended for certain types of hiring categories, as an example when the team discusses performance management we are going to do Civil Service and Foreign Service in separate sessions because the material is so different. If a session is limited to a certain category please make sure you fall in that category before you attend.

-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks. &

11:00 AM - 12:00 PM

BPR-Hiring and Performance Mgmt and Workforce Planning (Supervisors Only) -- 6.6-120 (b)(5); (b)(5) -

Password(b)(5);

This is session one of two offered and is intended for only Supervisors

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a

Wednesday

2:00 PM - 3:00 PM

This is session one of two offered and is intended for only Non-Supervisors

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Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

3:00 PM - 4:00 PM

Norman, Qianna C. (M/MS/IRD)

September 4, 2019 Continued

Wednesday

3:00 PM - 4:00 PM

PADF Presentation on 2019 National Study of Socio-Economic Conditions in Venezuela (ESSEV) -- Ronald Reagan Building Room 7.06-230; Dial in: (b)(5); (b)(5) - **Access code:** (b)(5);
US-RRB-ConfRm-7.06.230-USAID

Call in number:

Dial: (b)(5); (b)(5) -
Access code: (b)(5);
POC: Mario Erpinar
Program Analyst
Bureau for Latin America and the Caribbean
USAID | ZemiTek, LLC
Tel: +1 (202) 712-4165| E-mail: merpinar@usaid.gov

3:15 PM - 6:14 PM

Flight to Lima (AV 143) -- Bogotá BOG
Avianca flight 143
Bogotá BOG 2:08pm (local time) - Lima LIM 5:03pm (local time)

Confirmation number: (b)(6)

3:30 PM - 5:00 PM

VTC Retirement Ceremony for Ambassador Ayalde (SOUTHCOM) -- RRB 7.06-136
This is the retirement ceremony for Ambassador Ayalde, The Civilian Deputy Commander at SOUTHCOM. The VTC will take place in the CMC conference room. RRB 7.06-136. You must leave your cell phone outside the door of CMC. Anyone is welcome to attend and observe. Thanks.

September 5, 2019

Thursday

9:00 AM - 10:00 AM

BPR-Hiring and Performance Management (FSO and FSL only) -- RRB 7.06-230 call in: (b)(5); (b)(5) - **Password:** (b)(5);
This is session one of two offered and is intended for only FSO and FSL hiring mechanisms

LAC Team,

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-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

10:00 AM - 11:00 AM

BPR-Hiring and Performance Mgmt (Only Civil Service, PSC, contractors) -- RRB 7.06-230 Call in: (b)(5)
(b)(5); (b)(5) - **Deliberative**
This is session two of two offered and is intended for only Non-Foreign Service Officer staff (all higing mechanisms except FSO and FSL)

LAC Team,

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Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

11:00 AM - 12:00 PM

BPR-Workflow (Taskers and Clearances) Open to all -- Call in (b)(5); (b)(5) - Deliberative **CALL IN ONLY**

This is session two of two offered and is intended anyone who wants to attend

LAC Team,

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11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

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2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

12:30 PM - 1:00 PM**SPO Weekly**

Thursday

1:00 PM - 2:00 PM

RPR-Customer Service (Anyone who wants to attend) -- RRB 6.08-083 Call in (b)(5); (b)(5) password

(b)(5);
(b)(5)

This is session one of two offered and is intended for anyone who wants to attend

LAC Team,

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-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

1:00 PM - 1:30 PM

Discuss FIOA request -- 5.9-01 (I can also come to either one of your offices if you would like)

This meeting is to discuss the Venezuela Aid FOIA request. Alex I could not find anytime on your calendar that you're free so you can choose to attend or not. Please invite anyone else that you think should attend. Thanks.

F0 staff-for your awareness

Hi All,

This FOIA request regarding the Feb 22-23 Cucuta Aid Concert for Venezuela was sent to USAID last Tuesday but the only LAC recipients were Carla and Marc Griego. OFDA just informed us and we will coordinate with them and USAID/Colombia on the response.

Steve,

I was told that Carla was the Bureau coordinator for FOIA requests. Have these duties been passed to someone else? Please let me know if you would like to meet up to discuss how to respond.

Thank you,
Darren

----- Forwarded message -----

From: VENRMT RM <VENRMT_RM@ofda.gov>

Date: Mon, Aug 26, 2019 at 2:31 PM

Subject: FW: 507-2 FOIA Action Form-Request for Documents - F-00218-19

To: Manning, Darren (E3/E&I/EU) [USAID] <dmanning@usaid.gov>, Rodger Garner <rgarner@usaid.gov>

FYA. I asked USAID FOIA for an extension through Sept 20.

- 1) All communication between participants, visitors, or producers of the concert with staff or institutions of the USAID in connection to the trucks of aid and/or the concert,
- 2) The catalog and/or list of all humanitarian aid, such as food, medicine, hygiene items, etc., brought by USAID into Colombian Territory to drive into Venezuela in January and February 2019,
- 3) All communication between Juan Guaido and/or representatives of his and/or members of his staff with USAID, its staff or subsidiaries on Colombian territory,
- 4) All instructions and guidance given to USAID staff and/or workers traveling to Colombia for the events on 2/22/2019 and 2/23/2019,
- 5) All reports provided by USAID staff, workers and/or sponsored organizations in relation to the events on the Venezuela-Colombia border from 2/22-23/2019, and 6) All 2019 funding projects in Venezuela or related to Venezuela sponsored by USAID.

From: Chan, Carol (DCHA/OFDA) [USAID]
Sent: Wednesday, August 21, 2019 3:21 PM
To: VENRMT_RM
Cc: Stora, Dennis; Lauer, Aimee (DCHA/OFDA) [USAID]; Channell, Kasey (DCHA/OFDA) [USAID]; Beers, Mia (DCHA/OFDA) [USAID]; Genthon, Sharmel [USAID]; Mahoney, Alex [USAID]
Subject: Fwd: 507-2 FOIA Action Form-Request for Documents - F-00218-19

Hi Jessie, over to you. Thank you . carol

----- Forwarded message -----

From: Tiffany Lipford <tlipford@usaid.gov>
Date: Wed, Aug 21, 2019 at 3:13 PM
Subject: Fwd: 507-2 FOIA Action Form-Request for Documents - F-00218-19
To: SMT <SMT@usaid.gov>, DCHA.OTI Program Office Mail List (USAID) <dcha.otiprogramofficemaillist@usaid.gov>, Jessica Hartl <jhartl@usaid.gov>, DRG Center Tasker <drgtasker@usaid.gov>
Cc: Carol Chan <cchan@usaid.gov>, Karma Lively <klively@usaid.gov>, Matthew Nims <mnims@usaid.gov>, DCHA_FOIA <dcha_foia@usaid.gov>, Pamela Arrington-Campbell <parringtoncampbell@usaid.gov>, Joseph Taggart <jtaggart@usaid.gov>

Thursday

Good Afternoon DCHA,

The Freedom of Information Act (FOIA) allows for the full or partial disclosure of previously unreleased information and documents controlled by the United States government. The act defines agency records subject to disclosure, outlines mandatory disclosure procedures and grants nine exemptions to the statute. The USAID FOIA office is requesting your assistance with completing the attached FOIA request F-00218-19. For further details concerning this request, please see the attached correspondence.

Please provide the requested documentation and/or respond in writing your recommendation(s) to withhold any portion/entire documents (with justification).

All responses are due to me by Noon, August 28, 2019.

Many thanks,

Tiffany

----- Forwarded message -----

From: <parringtoncampbell@usaid.gov>

Date: Tue, Aug 20, 2019 at 1:57 PM

Subject: 507-2 FOIA Action Form-Request for Documents - F-00218-19

To: <tclipford@usaid.gov>, <croyalty@usaid.gov>, <nstrand@usaid.gov>, <avieco@usaid.gov>

Cc: <DCHA_FOIA@usaid.gov>, <rdiakite@usaid.gov>, <mgriego@usaid.gov>

Request for Documents for Request # 'F-00218-19'. Your response due date is: 8/27/2019 12:00:00 AM Message from SENDER:

Request for Documents for Request # 'F-00218-19'. Due Date: 08/28/2019.

Request Description: Requests records relating to the USAID's funding, sponsoring and/or support of the Venezuela Aid Live concert, also known by "Music for Venezuela: Aid and Freedom" held on 2/22/2019 and 2/23/2019 in Cucuta, Colombia and the USAID's funding, sponsoring and/or support of the trucks which attempted to cross the Colombia-Venezuela border on 2/22/19 and 2/23/2019, regarding the following:

September 5, 2019 Continued

Thursday

1) All communication between participants, visitors, or producers of the concert with staff or institutions of the USAID in connection to the trucks of aid and/or the concert, 2) The catalog and/or list of all humanitarian aid, such as food, medicine, hygiene items, etc., brought by USAID into Colombian Territory to drive into Venezuela in January and February 2019, 3) All communication between Juan Guaido and/or representatives of his and/or members of his staff with USAID, its staff or subsidiaries on Colombian territory, 4) All instructions and guidance given to USAID staff and/or workers traveling to Colombia for the events on 2/22/2019 and 2/23/2019, 5) All reports provided by USAID staff, workers and/or sponsored organizations in relation to the events on the Venezuela-Colombia border from 2/22-23/2019, and 6). All 2019 funding projects in Venezuela or related to Venezuela sponsored by USAID.

Dear LAC, DCHA, USAID/Colombia, USAID/Peru:

Please request possible responsive documents and release recommendations (sensitivities/harms) if in the public domain. If you should have additional questions, please email or call me. Thank you.

Pam A-Campbell, M/MS/IRD, 2-4476

2:00 PM - 3:00 PM

BPR-Hiring and Performance Management (FSO and FSL only) -- RRB 6.08-083 call in (b)(5)
Password (b)(5)

This is session two of two offered and is intended for only FSO and FSL hiring mechanisms

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

Some sessions are intended for certain types of hiring categories, as an example when the team discusses performance management we are going to do Civil Service and Foreign Service in separate sessions because the material is so different. If a session is limited to a certain category please make sure you fall in that category before you attend.

As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

September 6, 2019

Friday

1:00 PM - 2:00 PM

Transformation Meeting Readout -- AA/LAC Conference Room; Dial-In: (b)(5); (b)(5) - Access Code: (b)(5);

September 6, 2019 Continued

Friday

10:55 PM - 12:00 AM

Flight to Miami (AA 918) -- Lima LIM

American flight 918

Lima LIM 9:51pm (local time) - Miami MIA 4:58am (local time)

Confirmation number: (b)(6)

September 7, 2019

Saturday

12:00 AM - 4:52 AM

Flight to Miami (AA 918) -- Lima LIM

Please See Above

8:25 AM - 10:59 AM

Flight to Washington (AA 4418) -- Miami MIA

American flight 4418

Miami MIA 8:20am (local time) - Washington DCA 10:50am (local time)

Confirmation number: (b)(6)

September 10, 2019

Tuesday

11:00 AM - 12:00 PM

BPR-Customer Service (Anyone who wants to attend) -- 6.08-083 Call in (b)(5)

This is session two of two offered and is intended for anyone who wants to attend-will update later with a location

LAC Team,

As you are all aware we have started our LAC Bureau Business Process Review this week. In order to make sure everyone in the Bureau has the opportunity to participate in the information gathering sessions I am going to be sending out a series of calendar invites. As you review the invites please be aware of a few things;

-Some sessions are intended for certain types of hiring categories, as an example when the team discusses performance management we are going to do Civil Service and Foreign Service in separate sessions because the material is so different. If a session is limited to a certain category please make sure you fall in that category before you attend.

-As of right now each session is offered twice-you do not need to attend both and you can sign up for either one.

-In order to "sign up" just respond yes to the calendar invite.

Please be on the look out for calendar invite this week and next and accept those that apply to you and interest you. Don't hesitate to reach out if you have questions. Thanks.

12:00 PM - 12:30 PM

Dianna D. / Steve Olive Consultation -- 5.09-013

2:00 PM - 3:30 PM

LAC All Hands Meeting -- Point IV; Dial in: (b)(5); (b)(5) - Deliberative
Process Privilege

Host Code (dialed by DC): 8716

September 12, 2019

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

September 13, 2019

Friday

2:00 PM - 3:00 PM

HOLD for 2nd Meeting of LAC Vision Working Group -- LAC Large Conference Room
Agenda to follow!

September 15, 2019

Sunday

3:40 PM - 6:31 PM

Flight to Miami (AA 1989) -- Washington DCA

American flight 1989

Washington DCA 3:36pm (local time) - Miami MIA 6:15pm (local time)

Confirmation number: (b)(6)

September 16, 2019

Monday

11:30 AM - 12:30 PM

Read LAC intel book -- POC: Amelia Hill, 2-4529, US-RRB-ConfRm-6th_Floor_SCIF-USAID
Attendee Guidelines:

- Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
- Validate appropriate clearance level of attendees upon their arrival.
- No electronic devices, food or drink allowed.
- Do not leave trash behind (there are no trash cans within the SCIF).
- Documents that are left behind in the SCIF will be shredded.
- Notify ES Operations Team of changes, or cancellations, prior to scheduled event by emailing esofcmgmtsupport@usaid.gov
- Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must

September 16, 2019 Continued

Monday

be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

1:30 PM - 3:00 PM

Celebrating #HerImpact Event -- The Bridge, 3.08-077, the Ronald Reagan Building (1300 Pennsylvania Ave NW, Washington, DC 20004)

Please join us on September 16 from 1:30-3:00 PM at the RRB, in meeting space 3.08-077, to celebrate #HerImpact. We are excited to have Michelle Bekkering join us! From September 16-20, Feed the Future is hosting the #HerImpact campaign to celebrate women's empowerment. Throughout the week, Women@AID will highlight women leaders at interagency headquarters and Missions who are working to end hunger worldwide. On Monday, September 16, Feed the Future and Women@AID will host a kick-off event at USAID's headquarters in Washington, D.C. During the kick-off event and throughout the week, we will recognize interagency staff achieving results in reducing hunger, poverty and malnutrition. Let us know if you'd like to bring refreshments to the event: <a

(b)(5)

6:41 PM - 9:16 PM

Flight to Washington (AA 1985) -- Miami MIA

American flight 1985

Miami MIA 6:35pm (local time) - Washington DCA 8:54pm (local time)

Confirmation number: (b)(6)

September 17, 2019

Tuesday

11:00 AM - 12:00 PM

1:1 with Amelia -- RRB 5.9-01

This is our bi-weekly meeting.

September 18, 2019

Wednesday

1:00 PM - 2:00 PM

Mission Director @ Lunch Special Presentation: USG Programming in Syria -- LPA Conference Room (RRB 6.10-102)

Please join us for a Mission Directors @ Lunch series special presentation on US Government programming in Syria. The format will remain a brown bag lunch and discussion with Neilesh Shelat, most recently Stabilization Advisor at the Syria Transition Assistance Team. The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground." Please arrive early to get a seat. We have a space limitation of 40 seats. -----***PHONE DIAL-IN***----- For those who cannot join us in person, please call in:

September 18, 2019 Continued

Wednesday

Dial-in (U.S. and Canada): (b)(5); (b)(5)-
(b)(5) Deliberative Participant Code: (b)(5);
We look forward to seeing you! Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.
BIOGRAPHY: Neilesh Shelat, currently in the Middle East bureau most recently served as the Stabilization Advisor at the Syria Transition Assistance Team, based in northeast Syria. There, he worked with US and other allied military entities on the ongoing USG stabilization efforts spread across Turkey, Jordan, Iraq, and the US. This presentation may be helpful to inform those working in similar, civil-military, unconventional, and expeditionary non-permissive environments. Prior to this position, Neilesh served as USAID's Executive Secretary, Senior National Security Adviser, and D-ISIS Coordinator (2016-2018), Director at the National Security Council (2014-2016), and served five deployments over seven years (2007-2014) working on USAID efforts in southern and eastern Afghanistan with US, NATO and Afghan military forces. He has lectured at the Department of State's Foreign Service Institute and at several Department of Defense and NATO pre-deployment trainings in the US, Poland, and Germany. Prior to his U.S Government service, he worked for a USAID implementing partner in their international health and Asia teams. After a stint with an NGO that delivered surplus medical equipment to developing countries, he worked in Chennai, India with marginalized HIV-positive communities. While in Chennai, and when the 2004 Indian Ocean tsunami hit southeast India, he led relief efforts in two coastal villages. His career started as a rural health extension volunteer in the US Peace Corps on the central Pacific atoll of Arorae, in the Republic of Kiribati. Neilesh has degrees from Washington University in St. Louis and from the Tulane University's School of Public Health and Tropical Medicine.

September 19, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID.Front.Office.Leadership-USAID

Hi everyone! The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through. AGENDA
1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.
NOTE: There should be at least one representative from every bureau and independent office at this meeting.
Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

3:30 PM - 4:00 PM

Coffee w/ Keeandra Hale (SEC) -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

Thursday

4:00 PM - 4:30 PM

September 20, 2019

Friday

1:00 PM - 2:00 PM

The objectives of this meeting will be to update on the Core Values Statement (now with AA Barsa) and to drill down on our Action Plan /Culture Change Agenda.

Please join us! All are welcome.

— 1 —

Please do not edit this section of the description.

This event has a video call.

(b)(5): (b)(5) - Deliberative Process Privilege

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View more phone numbers: (b)(5)

(b)(5); (b)(5) - (b)(5)

[illegible]

1:00 PM - 1:45 PM

Lunch w/ Mario -- Farmers Mkt

3:00 PM - 3:30 PM

Coffee - Timqad Cafe -- Timqad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

Monday

All Day

Courtesy Meeting w/ Diane -- Diane's Office, 2nd floor

Tuesday

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

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Nonlibertarian Dronage

Access Code:

(b)(5): (b)(5) -

Host Password:

(b)(5):

Folder where our agendas live: (b)(5)

(b)(5); (b)(5) - Deliberative Process Privilege

September 24, 2019 Continued

Tuesday

1:00 PM - 1:30 PM

Call

September 25, 2019

Wednesday

1:00 PM - 2:00 PM

Mission Director @ Lunch Special Presentation: USAID in the Civilian-Military Space -- LPA Conference Room (RRB 6.10-102)

Please join us for a Mission Directors @ Lunch series special presentation on **USAID in the Civilian-Military Space**. The format will remain a brown bag lunch and discussion with **Sarah Wines**, Senior Development Advisor at the US Special Operations Command (SOCOM) and **Dale Skoric**, USAID Senior Advisor in the Joint Staff, Transregional Threats Coordination Cell (T2C2).

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:
Dial-in (U.S. and Canada): (b)(5); (b)(5) -
Participant Code: (b)(5);
-----***PHONE DIAL-IN***-----
We look forward to seeing you!

Please contact Katherine Magalif (<mailto:kmagalif@usaid.gov>) with any questions.

BIOGRAPHIES:

Sarah Wines joined the U.S. Special Operations Command in April 2017 to serve as USAID's Senior Development Advisor to the Command. In this capacity, she provides strategic policy guidance to the USSOCOM Commander and senior staff, and oversees a USAID Deputy Development Advisor who provides programmatic guidance and training across the Command.

Prior to this assignment, she served in the same capacity at SOUTHCOM, where she earned the Joint Chiefs of Staff Civilian award for exceptional performance in developing innovative civilian-military partnerships within the SOUTHCOM AOR.

Her Foreign Service career spans 30 years across the globe. She began her career with USAID negotiating multi-million dollar private sector loan guarantees used to raise capital for housing and community infrastructure in Latin America, the Middle East, and Eastern Europe. She later directed Energy, Environment, and Clean Water initiatives in Africa and Economic Growth programs in Ukraine.

Upon joining the Senior Foreign Service, she served as USAID's Deputy Mission Director for the Regional Mission of Ukraine, Moldova, and Belarus, and subsequently as Deputy Mission Director in Afghanistan from 2012 to 2013.

She has received numerous awards for her accomplishments within and outside the Agency. Ms. Wines holds a Bachelor of Arts degree in Economics from the University of California, Davis and a Master of City Planning from the Massachusetts Institute of Technology. She speaks Spanish, French, Italian, and Russian.

Mr. Dale Skoric is a USAID Senior Advisor assigned to the Trans-regional Threats Coordination Cell in the Pentagon. He has over twenty years

Wednesday

of experience managing international development and humanitarian programs. He has served with USAID since 2001.

Before his appointment to the Pentagon, he oversaw broad policy and programmatic areas and provided the primary support for policy and coordination matters with a variety of donors and international partner organizations to maximize USAID program impact.

Prior to joining USAID, Mr. Skoric served with the United Nations in senior capacities around the globe. Field assignments included Sudan, Kenya, Somalia, Uganda, Tanzania, Rwanda, the Caucasus Region, Bosnia and Herzegovina, Albania, Kosovo and Macedonia.

Thursday

11:00 AM - 11:30 AM

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV

Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

1:00 PM - 1:30 PM

Coffee w/ Amelia -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA
I can meet you outside the LAC suite in between the 14th elevators and restroom area. Looking forward to coffee!

4:00 PM - 4:30 PM

HOLD: Coffee/Lunch -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA
HOLD

Friday

11:00 AM - 12:00 PM

FO Huddle -- LAC FO Suite

All - this is to get a readout from John on UNGA, discuss next steps, and review next week's schedule now that John will be in DC, rather than Haiti.

Rodger's and Mario's farewell will take place in the late afternoon.

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old

September 30, 2019 Continued

Monday

example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

2:00 PM - 2:30 PM

Scheduling check-in -- Julie's Office

2:30 PM - 3:00 PM

Coffee w/ Amelia Hill -- Timgad Cafe

Meet on the 4th floor by 13st elevators

5:41 PM - 8:32 PM

Flight to Miami (AA 1803) -- Washington DCA

American flight 1803

Washington DCA 5:41pm (local time) - Miami MIA 7:48pm (local time)

Confirmation number: (b)(6)

10:47 PM - 11:47 PM

Flight to Nassau (AA 4701) -- Miami MIA

American flight 4701

Miami MIA 10:36pm (local time) - Nassau NAS 11:28pm (local time)

Confirmation number: (b)(6)

October 1, 2019

Tuesday

8:00 AM - 9:00 AM

Remind John H. to discuss TAs

10:00 AM - 11:00 AM

4th Meeting of LAC Vision Working Group -- LAC Large Conference Room

All -Please join us to hash out next steps on the action plan to implement our soon-to-be-finalized LAC Core Values Statement. This will include measurable targets, metrics, deadlines, and owners/champions. We will also be seeking champions for the various workstreams that fit under the headers of "empowered," "mission-driven," "transparent," "collaborative," "positive," and "accountable for taking care of each other."

See Core Values Statement below. All are welcome!

LAC Core Value Statement: (sent to the Bureau by AA Barsa for comments/feedback by 9/27)

LAC is an empowered, mission-driven team, accountable for taking care of each other, and operating in a transparent, collaborative and positive environment.

Definitions of Key Terms

- Empowered: possessing a sense of ability to do one's best

Tuesday

- Mission-driven: Working efficiently and effectively to enable LAC field programs as they work to strengthen host country partners on their journey to self-reliance.

• Collaborative: erring on the side of inclusivity on issues of shared interest/value.

Accountable for Taking Care of Each Other: Supervisors are held accountable for embracing an ethos of “enlisted eat first”; recognizing that we all need to take ownership and do what we can to fix the problems we see, versus waiting for others to solve problems and throwing up our hands when these challenges persist.

Please do not edit this section of the description.

Join: (b)(5)

View more phone numbers: (b)(5)

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1:1 with Amelia -- RRB 5.9-01

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

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Deliberative Process

(b)(5); (b)(5)

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(b)(5) -

October 1, 2019 Continued

Tuesday

Folder where our agendas live: (b)(5)

(b)(5)

2:30 PM - 3:00 PM

Meet with Amelia H -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

7:22 PM - 8:24 PM

Flight to Miami (AA 4560) -- Nassau NAS

American flight 4560

Nassau NAS 7:21pm (local time) - Miami MIA 8:17pm (local time)

Confirmation number: (b)(6)

9:34 PM - 12:00 AM

Flight to Washington (AA 2362) -- Miami MIA

American flight 2362

Miami MIA 9:32pm (local time) - Washington DCA 12:09am (local time)

Confirmation number: (b)(6)

October 2, 2019

Wednesday

12:00 AM - 12:10 AM

Flight to Washington (AA 2362) -- Miami MIA

Please See Above

3:00 PM - 3:30 PM

Eric / Amelia Coffee -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

October 3, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room,

US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

October 4, 2019

Friday

12:30 PM - 1:30 PM

End of FY Party!

Front Office Area

October 4, 2019 Continued

Friday

1:00 PM - 1:30 PM

Phone Call

1:00 PM - 1:30 PM

Team Meeting! --

2:30 PM - 3:00 PM

Coffee w/ Amelia Hill (LAC) -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA
Hello,

As promised, I attached a copy of my resume.
Thank you again for agreeing to meet with me and review.

V/r,
Amelia H,

October 7, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

10:00 AM - 12:00 PM

Peace in Colombia, Challenges and Opportunities -- The Wilson Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

FYI

Peace in Colombia: Challenges and Opportunities in the Post-Accord Era

Since the November 2016 signing of the peace agreement between the government of Colombia and Revolutionary Armed Forces of Colombia (FARC), the Colombian government has faced numerous challenges of accord implementation. The peace agreement includes ambitious goals in the areas of integral rural reform and development, reintegration and protection of ex-combatants, transitional justice, coca crop substitution, and the protection of human rights.

Please join the Latin American Program and the U.S. Agency for International Development on Monday, October 7, 2019, 10:00 a.m. - 12:00 p.m., for a conversation on the achievements and challenges of peace implementation in Colombia.

Welcome and Introduction

Cynthia J. Arnson

Director, Latin American Program

Opening Remarks

Ambassador Philip Goldberg

U.S. Ambassador to Colombia (via live stream)

Panel: The Implementation of Territorial Development Plans (PDETs)

Emilio Archila

High Commissioner for Stabilization, Republic of Colombia

Sorrel Aroca

Governor of Putumayo

Mayerlis Angarita

Director, Narrar para Vivir

Marino Córdoba

President, National Association of Displaced Afro-Colombians
(AFRODES)

Moderator: Lawrence Sacks

Director, USAID/Colombia

Closing Remarks

John Barsa

October 7, 2019 Continued

Monday

Assistant Administrator, Bureau for Latin America and the Caribbean,
U.S. Agency for International Development

2:00 PM - 2:30 PM

Scheduling check-in -- Julie's Office

3:00 PM - 4:30 PM

John Barsa Second Murderboard: HFAC/WHEM Budget Hearing -- AA/LAC Conference Room

October 8, 2019

Tuesday

9:30 AM - 10:30 AM

Point IV Chaperone for Venezuela DOAG signing

11:00 AM - 11:30 AM

Barbara to meet with WHA/HA -- HST
Meeting to take place after WHA Directors meeting

11:00 AM - 11:30 AM

Front Office Support Team Meeting -- John's Office
Team,

Let's try and get together at this time and talk about taskings and other process things we are working on. We will meet in my office so we can use a computer. Please come with your thoughts on how to make things run smoother. Thanks

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -

USA Caller Paid:

(b)(5); (b)(5) -

Deliberative Process

Access Code:

(b)(5); (b)(5) -

Deliberative

Host Password:

(b)(5);

Folder where our agendas live: (b)(5); (b)(5) - Deliberative Process Privilege

(b)(5); (b)(5) - Deliberative Process Privilege

1:00 PM - 2:00 PM

Ethics Training for LAC Bureau

Good Morning,

Ethic Training for Bureau is scheduled for Oct. 8 @ 1:00pm in the LARGE Conf. Rm. 5.09-040, this is the only date they had available for Bureau, please put on your calendar this is the only date I could get.

If missed you will have to go to other places.

October 14, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

2:00 PM - 2:30 PM

Scheduling check-in -- Julie's Office

October 15, 2019

Tuesday

9:00 AM - 11:00 AM

The Pulse of Democracy in the Americas -- The Wilson Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

FYI

The Pulse of Democracy in the Americas: Results from the 2019 AmericasBarometer Study

This latest survey of the Americas documents the extent to which democratic malaise has settled over key parts of the region, with support for and satisfaction with democracy at their lowest points since the project began in 2004. System support and trust in elections have also declined. Underlying this regional portrait are important and revealing variations across countries: notably, where elections have produced an alternation of political power, public commitment to democracy and democratic institutions is higher. The survey also looks for the first time at social media use. Support for democracy is greater among frequent users of social media, while trust in political institutions is lower.

Please join us on Tuesday, October 15, 2019, from 9:00 a.m. – 11:00 a.m., for a presentation and discussion of the Latin American Public Opinion Project's (LAPOP's) eighth AmericasBarometer study.

Opening Remarks

John Barsa

Assistant Administrator, Bureau for Latin America and the Caribbean,
U.S. Agency for International Development

Speakers

Elizabeth J. Zechmeister

Director, LAPOP, and Cornelius Vanderbilt Professor of Political Science, Vanderbilt University

Noam Lupu

Associate Director, LAPOP, and Associate Professor of Political Science, Vanderbilt University

Commentators

Thomas Carothers

Senior Vice President for Studies and Director, Democracy, Conflict, and Governance Program, Carnegie Endowment for International Peace

Betilde Muñoz-Pogossian

Director, Department of Social Inclusion, Organization of American States (OAS)

Moderator

Cynthia J. Arnson

Director, Latin American Program

10:00 AM - 11:00 AM

Read LAC intel book -- POC: Amelia Hill, 2-4529, US-RRB-ConfRm-6th Floor SCIF-USAID

May we reserve the SCIF for the 10:00 am to 11:00 am slot?

Attendee Guidelines:

- Arrive 5 minutes prior to the start-time of the meeting to ensure everything is set up accordingly.
- Validate appropriate clearance level of attendees upon their arrival.
- No electronic devices, food or drink allowed.
- Do not leave trash behind (there are no trash cans within the SCIF).
- Documents that are left behind in the SCIF will be shredded.
- Notify ES OMS Team of changes, or cancellations, prior to scheduled event by emailing esofcmgmtsupport@usaid.gov.
- Non-USAID employees: If individuals from outside USAID are attending and given access to classified documents, their access must be cleared through the Office of Security by sending requests to secinformationsecurity@usaid.gov at least 24 hours prior to the meeting. It is YOUR responsibility to ensure that their clearance is obtained prior to the meeting. If clearance is not obtained, those individuals will not be permitted in the SCIF.

11:00 AM - 12:00 PM

1:1 with Amelia -- RRB 5.9-01

This is our bi-weekly meeting.

October 15, 2019 Continued

Tuesday

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -

USA Caller Paid:

(b)(5); (b)(5) -

Access Code:

(b)(5); (b)(5) -
Deliberative

Host Password:

(b)(5); (b)(5)

Folder where our agendas live: (b)(5)

(b)(5)

October 16, 2019

Wednesday

9:00 AM - 10:00 AM

Budget Business Process Review (Focus is on non-Supervisors) -- Call in: (b)(5); (b)(5) -

This session is for non-supervisors (session one of two available)

We are holding focus group budget interviews on OE, training and travel as the final part of the LAC BPR. We will cover all three topics in each interview. These are broken out by Washington staff, Washington supervisors, and field (staff and supervisors combined). If you are unable to attend one of these and want to contribute please contact Maggie Strong (mastrong@usaid.gov) to schedule time for an interview.

Call in: (b)(5); (b)(5) - Deliberative Process

October 17, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

2:00 PM - 3:00 PM

USAID/LAC Meeting with IREX -- US Agency For International Development (1300 Pennsylvania Ave NW Ste 270, Washington, DC 20004, United States)

Amelia Hill

Bureau for Latin America and the Caribbean

Work: (202) 712-4529 | E-mail: amerpinar@usaid.gov

mhill@usaid.govmhill@usaid.gov

October 17, 2019 Continued

Thursday

October 18, 2019

Friday

10:00 AM - 11:00 AM

Budget Business Process Review (Non Supervisor Session 2) -- Call in: (b)(5); (b)(5) - Deliberative

This is for non-supervisors (Session 2 of 2 and if you participated in the first you do not need to do this)

We are holding focus group budget interviews on OE, training and travel as the final part of the LAC BPR. We will cover all three topics in each interview. These are broken out by Washington staff, Washington supervisors, and field (staff and supervisors combined). If you are unable to attend one of these and want to contribute please contact Maggie Strong (mastrong@usaid.gov) to schedule time for an interview.

Call in: (b)(5)

PW: (b)(5); (b)(5)

1:00 PM - 2:30 PM

John Barsa Third Murderboard: HFAC/WHEM Budget Hearing -- AA/LAC Conference Room Team,

John's hearing has been moved from the 17th to the 23rd. We will have his third murderboard on Friday, 10/18.

-Susanne

1:30 PM - 2:30 PM

Chat with Jesse

3:30 PM - 4:00 PM

Team Meeting! --

4:30 PM - 6:30 PM

Farewell Rosalie Happy Hour -- Fogo de Chão Brazilian Steakhouse, 1101 Pennsylvania Ave NW, Washington, DC 20004, USA

Please join us to thank Rosalie for her amazing 13+ years of service in LAC (not to mention her 4 years in Haiti)! While she will be sorely missed, we can wish her well as she heads for warmer climes.

(Please RSVP to this invitation so we can warn the restaurant.)

October 21, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared

Monday

Hope this helps.

Coffee - Amelia/Stephanie -- TBD - Timgad Cafe?

6th Meeting of LAC Vision Working Group: Retreat Planning -- LAC FO Conference Room

Thanks and hope to see you Monday!

This event has a video call.

Diagram illustrating a 1D lattice with 20 sites. The first 10 sites are occupied by particles (dots), and the last 10 sites are empty. A box highlights the first 10 sites, and a label '10' is placed below it.

Tuesday

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

BIOGRAPHIES:
Barbara Winkler Hughes is the Senior Development Advisor to the U.S. Africa Command. Previously, she was the Director of the Maternal Child Health and Nutrition Office in USAID's Bureau for Global Health, where she brought 27 years of public health and development experience. Prior to her

October 22, 2019 Continued

Tuesday

arrival in Washington in August 2016, she was the USAID Health Office Director for Kenya and East Africa from 2012-2016, Madagascar from 2007-2012 and Zambia from 2003-2007. She was Deputy Health Office Director at USAID/Zambia from 2000-2003. Ms. Hughes also worked with USAID in Nepal from 1993-1998. In the span of her USAID career, she has managed programs in family planning and reproductive health, MCH, WASH, nutrition, HIV/AIDS, TB, malaria and health systems strengthening. She is a member of the Senior Foreign Service.

Outside of USAID, Ms. Hughes has consulted in Africa with JSI, FHI360 and JHPIEGO and worked for The Margaret Sanger Center. She also worked in domestic adolescent and women's reproductive health with the Presbyterian Hospital and Columbia University in New York. Ms. Hughes holds an MPH from Columbia University, an MA in Rural Development from the University of East Anglia, and an AB in Economics and Development Studies from Brown University.

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -

USA Caller Paid:

(b)(5); (b)(5) -

Deliberative Process

Access Code:

(b)(5); (b)(5)

Host Password:

(b)(5);

Folder where our agendas live: (b)(5)

(b)(5)

October 24, 2019

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,

US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

October 25, 2019

Friday

9:00 AM - 11:00 AM

AEI Event: "Partners against crime: Fighting cartels and corruption in the Americas"

9:00 AM - 11:00 AM

AEI Event: "Partners against crime: Fighting cartels and corruption in the Americas"

Amelia H. will attend.

PARTICIPANTS
Ryan Berg, AEI
Juan José Daboub, AEI
Roberto Gil Zuarth, President of the Senate of Mexico (2015-16)
Raúl Melara, Attorney General of El Salvador
Roger F. Noriega, AEI
Celina Realuyo, William J. Perry Center for Hemispheric Defense Studies, National Defense University

CONTACTS
For more information, please contact Andrés Martínez-Fernández at Andres.Martinez@aei.org, 202.862.5823.

For media inquiries or to register a camera crew, please contact MediaServices@aei.org, 202.862.5829.

2:00 PM - 3:00 PM

Goodbye Coffee for Jan Howard! -- Back area of SPO

All,

Please join us for a small goodbye gathering to thank Jan Howard for her TDY to the Bureau over the past 3 weeks. Jan has provided fantastic support to the communications team and the Bureau during her time here!

Thanks,

David

3:30 PM - 4:00 PM

Team Meeting! --

October 28, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

8:00 AM - 9:00 AM

EXAM

10:00 AM - 12:00 PM

HOLD for external conversation hosted with AfP on draft CVE policy -- National Press Building, 3rd floor, the "Agora" room

We'll be in touch on numbers, as we don't want 20 CVE SC members if only 10 external partners come! More to follow soonest.

October 28, 2019 Continued

Monday

2:00 PM - 2:30 PM

Scheduling check-in -- Julie's Office

October 29, 2019

Tuesday

11:00 AM - 12:00 PM

1:1 with Amelia -- RRB 5.9-01

This is our bi-weekly meeting.

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -
Deliberative

USA Caller Paid:

(b)(5); (b)(5) -
Deliberative Process

Access Code:

(b)(5); (b)(5) -
Deliberative

Host Password:

(b)(5);

Folder where our agendas live: (b)(5)
(b)(5)

October 30, 2019

Wednesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas: (b)(5); (b)(5) -

Access code: (b)(5);

1:00 PM - 1:45 PM

FSR briefing -- Chris Maloney's Office: RRB 7.09.304

3:00 PM - 3:45 PM

Planning for Dia de Los Muertos Party -- LAC Large Conference Room

Please join us to finalize plans and bring your best ideas for Monday's party. Look forward to seeing you there!

3:30 PM - 4:30 PM

Prevention Working Group -- 07.06.250

Proposed Agenda:

- P&S Roundtable Follow-up
- Country Prioritization and Rationale (please provide your inputs!)
- SPP Next Steps

Dial-in information:

(b)(5); (b)(5) - Deliberative Process
Privilege

October 31, 2019

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:00 PM - 3:00 PM

YP@USAID Panel Discussion on FS Careers -- RRB: 6.10.102 | Call-in (b)(5) Participant Code:

(b)(5);

Dear YP Colleagues,

As the Agency prepares to hire between 150 to 175 Foreign Service Officers, YP@USAID invites all members of the USAID community to a panel on careers in the USAID Foreign Service. Now is your opportunity to chat with an esteemed panel of FSOs about their experiences and suggestions for pursuing a career as a USAID Foreign Service Officer!

When: Thursday, October 31, 2019
Time: 2:00 p.m. - 3:00 p.m.
Where: Ronald Reagan Building, LPA Conference Room, 6.10.102

Come with your questions and learn more about Foreign Service opportunities at the Agency. Our panelists will be sharing their experiences and thoughts on:

- The Foreign Service Application Process
- Bidding on Foreign Service Assignments
- Identifying Foreign Service Limited Assignments
- Living Overseas

Our illustrious panelists include:

Holly Ferrette, Acting Division Chief for Research Partnerships for Development, USAID Center for Development and Research, The Global Development Lab

Zema Semunegus, Program Officer Backstop Coordinator, Bureau for Policy, Planning, and Learning

Neilesh Shelat, Senior Stabilization Officer, Bureau for Middle East Affairs

Dinah Zeltser Winant, Deputy Director, USAID Foreign Service Center, HCTM

Questions concerning this event may be directed to: Christean Cole (ccole@usaid.gov) or yp-aid+nanagers@usaid.

YP@AID is excited to see you on Thursday, Oct 31 at 2 p.m!

3:00 PM - 3:30 PM

Check-In w/ Amelia Hill (LAC) -- Timgad Café, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

November 1, 2019

Friday

11:00 AM - 12:00 PM

Promotion Ceremony for LCDR Locke -- Point IV Conference Room

Dear Colleagues and Friends,

I want send a reminder that my promotion ceremony will be this Friday, and I encourage everyone to RSVP to help us finalize the head count for sandwiches and refreshments. RSVP can be through the Google/Outlook invite, or through the invitation link below. Anyone who works outside of USAID

November 1, 2019 Continued

Friday

can reach the venue via USAID's lobby on 14th Street. We will have ushers to escort visitors to the conference room, so I recommend that you arrive no later than 1045. Parking at the Ronald Reagan Building is expensive, but the Federal Triangle Metro stop is directly under the building and is more convenient. A Google Maps is available at the link below.

<a

(b)(5); (b)(6)

3:30 PM - 4:00 PM

Chris/Bernardo -- Chris' Office 7.9.304

3:30 PM - 4:00 PM

Team Meeting!

November 3, 2019

Sunday

10:24 AM - 1:16 PM

Flight to Miami (AA 2278) -- Washington DCA

American flight 2278

Washington DCA 10:24am (local time) - Miami MIA 1:02pm (local time)

Confirmation number: (b)(6)

4:20 PM - 12:00 AM

Flight to Brasilia (AA 213) -- Miami MIA

American flight 213

Miami MIA 4:22pm (local time) - Brasilia BSB 1:42am (local time)

Confirmation number: (b)(6)

7:40 PM - 9:18 PM

Flight to Newark (UA 3536) -- Washington DCA

United flight 3536

Washington DCA 7:29pm (local time) - Newark EWR 9:01pm (local time)

Confirmation number: (b)(6)

10:05 PM - 12:00 AM

Flight to São Paulo (UA 149) -- Newark EWR

United flight 149

Newark EWR 10:01pm (local time) - São Paulo GRU 9:29am (local time)

Confirmation number: (b)(6)

November 4, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

November 4, 2019 Continued

Monday

Hope this helps.

12:00 AM - 7:40 AM

Flight to São Paulo (UA 149) -- Newark EWR
Please See Above

6:55 AM - 9:25 AM

Flight to Belém (LA 3174) -- Brasília BSB
LATAM flight 3174
Brasília BSB 8:57am (local time) - Belém BEL 11:23am (local time)

Confirmation number: (b)(6)

9:45 AM - 9:45 AM

Print E3/FO Weekly Agenda --

2:00 PM - 2:30 PM

Scheduling check-in -- Julie's Office

4:00 PM - 6:00 PM

LAC Annual Dia de los Muertos Party -- LAC Front Office Suite - 5.9
All, Please join us for our annual celebration of Dia de los Muertos.
There will be food, drinks, karaoke, and sugar skull cookie
decorating.

Look forward to seeing you!

10:25 PM - 12:00 AM

Flight to São Paulo (UA 861) -- Washington IAD
United flight 861
Washington IAD 10:39pm (local time) - São Paulo GRU 10:08am (local
time)

Confirmation number: (b)(6)

November 5, 2019

Tuesday

12:00 AM - 8:15 AM

Flight to São Paulo (UA 861) -- Washington IAD
Please See Above

11:00 AM - 1:00 PM

LAC Meeting -- US-RRB-ConfRm-6.10-102-LPA-USAID

11:15 AM - 2:50 PM

Flight to Belém (G3 1684) -- São Paulo GRU
Gol flight 1684
São Paulo GRU 1:26pm (local time) - Belém BEL 4:58pm (local time)

Confirmation number: (b)(6)

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230
Description: USA Toll-Free:

(b)(5); (b)(5) -

USA Caller Paid:

(b)(5); (b)(5) -

November 5, 2019 Continued

Tuesday

Access Code:

(b)(5)

Host Password:

(b)(5);
(b)(5)

Folder where our agendas live: (b)(5)

(b)(5)

4:30 PM - 6:30 PM

Despedida for Jennifer! -- Bar of Fogo de Chao, 1101 Pennsylvania Ave NW

Please join us for happy hour to thank Jennifer for her 4.5 years in LAC/RSD, first as Health Team Lead and then as Acting Deputy Director for RSD. We will certainly miss her, but luckily she won't be going far. Let's send her off in style and wish her well as she starts her new position in Global Health!

November 6, 2019

Wednesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas: (b)(5)

Access code: (b)(5)

2:00 PM - 4:00 PM

Colombia Phase II DVC (Wave 2b) -- LAC Large Conference Room

Colombia Phase II DVC (Wave 2b)

Conference

Line:
(b)(5)

On November 6, 2:00 pm - 4:00 pm EST, the LAC Bureau and USAID/Colombia will host the Mission's CDCS Phase II (Results Framework Development) DVC. The Phase II dialogue aims to gain Agency consensus on the approaches the Mission will use to advance its strategic goal and the country's journey to self-reliance. Please note that the Mission's Results Framework Summary Paper and Matrices have been circulated for review.

Following the DVC, LAC/SPO will prepare a Summary of Conclusions that will represent Agency endorsement of the Mission's focus and chosen strategic approach, which enables the Mission to proceed with developing the final CDCS. Seating will be limited and interested bureaus other than LAC and PPL are requested to send no more than two attendees who represents the bureau's corporate interests. Those unable to attend may call into the meeting using the call-in option. Please consider bringing your own copy of the Phase II presentation, as we will have a limited number of hard copies in the room. An agenda and the Phase II Presentation will be added to this invitation prior to the DVC.

If you have any questions, please reach out to Elizabeth Ake, lake@usaid.gov

Attached please find the following:
The <a

(b)(5)

(b)(5) - Deliberative Process Privilege

USAID

November 6, 2019 Continued

Wednesday

(b)(5); (b)(5) - Deliberative Process Privilege

Mission's responses to comments received from pillar/technical
bureaus

4:00 PM - 4:30 PM

Team Meeting! --

November 7, 2019

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

11:30 AM - 12:30 PM

Mission Director @ Lunch -- LPA Conference Room (RRB 6.10-102)

Please join us for a brown bag lunch and discussion with Elizabeth Warfield, Mission Director for Mexico.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors (and other Agency leaders in the field) in an informal setting, hear best practices, and get a "view from the ground."

Please arrive early to get a seat. We have a space limitation of 40 seats.

-----***PHONE DIAL-IN***-----
For those who cannot join us in person, please call in:

Dial-in (U.S. and Canada): (b)(5)

Participant Code: (b)(5); (b)(5)
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) with any questions.

BIOGRAPHY:

Elizabeth Warfield is the Mission Director for USAID in Mexico.

From August 2013 to September 2016, she served as USAID's first Local Solutions Coordinator in the office of the Agency's Counselor. Reflecting the Agency's commitment to sustainability and local ownership, Local Solutions is about creating the conditions whereby countries can sustain their own development. USAID partners directly and indirectly with local actors and local systems - government, private sector, civil society and academia - to achieve locally owned, sustained outcomes.

In July 2013, Ms. Warfield completed four years as USAID/India's

November 7, 2019 Continued

Thursday

Deputy Mission Director where she guided a \$400 million program addressing key constraints in health, climate change, food security, and education. During her tenure, USAID/India reframed its role in India from a donor-recipient relationship to a strategic partnership where India shares globally its proven innovations in addressing key development challenges. After launching USAID/India's first innovation platform, the Millennium Alliance, Ms. Warfield helped forge multi-stakeholder alliances to reduce child deaths to 20 per 1000 by 2035, stave off the threat of multi-drug resistant tuberculosis, ensure five million more children are reading, and help light up the lives of the 400 million energy poor in India.

A member of the Senior Foreign Service with over 30 years of experience working in Africa, Asia, the Middle East, Latin America, and the Caribbean, Ms. Warfield is a graduate of Middlebury College and the Fletcher School of Law and Diplomacy at Tufts University.

4:30 PM - 5:00 PM

LAC FO Huddle - AAPSM -- AA/LAC Conference Room

November 8, 2019

Friday

10:30 AM - 2:05 PM

Flight to São Paulo (G3 1681) -- Belém BEL

Gol flight 1681

Belém BEL 12:54pm (local time) - São Paulo GRU 4:27pm (local time)

Confirmation number: (b)(6)

8:15 PM - 12:00 AM

Flight to Washington (UA 860) -- São Paulo GRU

United flight 860

São Paulo GRU 10:17pm (local time) - Washington IAD 6:52am (local time)

Confirmation number: (b)(6)

November 9, 2019

Saturday

12:00 AM - 6:20 AM

Flight to Washington (UA 860) -- São Paulo GRU

Please See Above

November 11, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

November 13, 2019 Continued

Wednesday

6:58 AM - 9:48 AM

Flight to Miami (AA 391) -- Washington DCA

American flight 391

Washington DCA 6:54am (local time) - Miami MIA 9:42am (local time)

Confirmation number: (b)(6)

10:45 AM - 1:44 PM

Flight to San José (AA 2280) -- Miami MIA

American flight 2280

Miami MIA 10:45am (local time) - San José SJO 12:44pm (local time)

Confirmation number: (b)(6)

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas: (b)(5); (b)(5) -

Access code: Deliberative Process

4:00 PM - 5:00 PM

The Middle Eastern Origin of the Venezuela Crisis -- The Institute of World Politics, 1521 16th St. NW, Washington DC, DC, US, 20036

The Middle Eastern Origin of the Venezuela Crisis

The Institute of World Politics, 1521 16th St. NW, Washington DC, DC, US, 20036

Confirmation number: (b)(6); (b)(5) -

November 14, 2019

Thursday

All Day

Stay at Palma Real Hotel & Casino -- Palma Real Hotel And Casino, San José
Please See Above

6:58 AM - 9:48 AM

Flight to Miami (AA 391) -- Washington DCA

American flight 391

Washington DCA 6:54am (local time) - Miami MIA 9:28am (local time)

Confirmation number: (b)(6)

10:45 AM - 1:44 PM

Flight to San José (AA 2280) -- Miami MIA

American flight 2280

Miami MIA 10:45am (local time) - San José SJO 12:44pm (local time)

Confirmation number: (b)(6)

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u>AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this

November 14, 2019 Continued

Thursday

meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

November 15, 2019

Friday

All Day

Stay at Palma Real Hotel & Casino -- Palma Real Hotel And Casino, San José
Please See Above

9:00 AM - 4:30 PM

CASUAL DRESS - LAC Bureau Retreat (CONFIRMED) -- Washington Learning Center, 2231 Crystal Dr, Crystal City, Memorial A and B Rooms
Team, Please hold this date for a LAC Bureau Retreat. Agenda and read-ahead materials to follow.

November 16, 2019

Saturday

All Day

Stay at Palma Real Hotel & Casino -- Palma Real Hotel And Casino, San José
Please See Above

November 17, 2019

Sunday

12:00 AM - 12:00 AM

Stay at Palma Real Hotel & Casino -- Palma Real Hotel And Casino, San José
Please See Above

2:44 PM - 5:46 PM

Flight to Miami (AA 2280) -- San José SJO
American flight 2280
San José SJO 1:37pm (local time) - Miami MIA 5:29pm (local time)

Confirmation number: (b)(6)

8:27 PM - 11:00 PM

Flight to Washington (AA 2648) -- Miami MIA
American flight 2648
Miami MIA 8:25pm (local time) - Washington DCA 10:47pm (local time)

Confirmation number: (b)(6)

November 18, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

November 18, 2019 Continued

Monday

3:00 PM - 4:00 PM

Celebrating Susanne's Impending Baby! -- LAC FO Suite

All: As some of you may know, Monday, November 18 is Susanne's last day in the office before she begins her maternity leave. Please join us for a celebration of the impending baby and to wish Susanne well! Please give any *voluntary* contributions to Deidra Winston.

Thanks,

Barbara

November 19, 2019

Tuesday

10:00 AM - 11:00 AM

Town Hall - USAID Today -- Warner Theatre, 513 13th St NW, Washington, DC 20004, USA

Please join Administrator Green, Deputy Administrator Glick, and Counselor Milligan for **USAID Today** - a talk show-style Town Hall on **Tuesday, November 19, 2019** at **10:00 a.m. ET** in the Warner Theatre, located one block from the Ronald Reagan Building (RRB) at 513 13th St NW, Washington, DC 20004.
Seating for USAID staff will begin at 9:15 a.m. Please note there are no reserved seats, so staff are advised to arrive on time. Attendance is strongly encouraged.
How to get there from the Ronald Reagan Building: Exit from the 13th street entrance of the RRB, cross Pennsylvania Ave., and the Warner will be on your right in one block.
Please note: USAID Security will be checking badges. Warner Theatre staff will be wandering everyone and checking bags. Beverages are allowed in the venue, so feel free to bring your morning coffee!
The event will also be [reamed live]((b)(5)reamed live), recorded and available online.

LIVESTREAM: (b)(5)
[\(b\)\(5\)](https://(b)(5))
Tuesday, November 19, 2019 10:00 a.m. - 11:00 a.m. ET
Warner Theatre 513 13th St NW, Washington, DC 20004 (one block from the Ronald Reagan Building)
Please contact internalcomms@usaid.gov with any questions.

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5); (b)(5) -

Deliberative Process

Access Code:

(b)(5); (b)(5) -

Deliberative

Host Password:

(b)(5)

Folder where our agendas live: (b)(5)

(b)(5)

December 3, 2019 Continued

Tuesday

1:00 PM - 1:30 PM

America Crece Pre-Brief -- LAC Large Conference Room

Dear LAC FO Support -

Per Steve's email below, could you please schedule an America Crece Sub-PCC "pre-brief" meeting for 30 minutes sometime tomorrow (Tuesday)? Invites should go to LAC Front Office, SPO (David Billings/Erin Means/Sara Lockwood), and RSD (Robert Arellano/Doug Pulse/Caroline Smith), as well as Anne Womer as flagged by Steve below. Similarly, we'd need a debrief after the sub-PCC with the same people, preferably sometime after 3PM on Wednesday afternoon.

Thanks,
Doug

2:00 PM - 2:30 PM

Coffee: Todd / Amelia -- TBD

3:00 PM - 3:30 PM

LAC Bureau Holiday Planning Meeting -- LAC/AA Conference Room

Anyone is welcome to attend. It would be great if each office could send at least one representative. Thanks.

3:30 PM - 4:30 PM

Meeting with UNDPD DDR Team -- US-RRB-CAL-CMC_Main_Conference_Room_7.06.136-USAID

Please note the change of venue to the CMC Conference Room. Also, here is the call in number for those who need one:

Description: USA Toll-Free: (b)(5); (b)(5)- SA Caller Paid: (b)(5)
(b)(5)

Colleagues,

Elizabeth Kissam and Sergiusz Sidorowicz from the DDR Section in the Department of Peace Operations will be in town tomorrow. I realize it's short notice, but it's a great opportunity to hear about the UN's updated Integrated DDR Standards and how USAID might utilize UN agencies (even beyond IOM) to support our programs.

Please share with regional bureau and OTI colleagues who work on this issue.

Thanks,
Julie

Tuesday

CVE Sector Council standing meeting -- 7.06.230

(b)(5); (b)(5) -

Deliberative Process

(b)(5); (b)(5) -

Deliberative Process

(b)(5); (b)(5)

(b)(5)

(b)(5)

Wednesday

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

Team Meeting! --

Thursday

Julie Cram - Pick up iPhone X 64-GB Upgrade

Amelia - contact Brian Thomas or email mobilesupport@usaid.gov with a date and time Julie can visit to pick up from RRB -floor B3-6J to complete setup.

Amelia Optometrist

AEI Event: USMCA Discussion -- Watch Live Online - Link in Description

<table><tbody><tr><td><center><table><tbody><tr><td><center>
<a>
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<p>A forum with Sen. Pat Toomey (R-PA):
Does the US-Mexico-Canada Agreement fall short on free trade?</p><p>
Thursday, December 19, 2019 | 9:00-10:00 AM ET</p>
<p><a(b)(5)
Auditorium | 1789 Massachusetts Avenue, NW | Washington, DC 20036
</p><p>Please join
AEI's Derek Scissors for a
conversation with Sen. Pat Tomey (R-PA) about the principled
arguments for and against the US-Mexico-Canada Agreement.

<a
href="http://go.aei.org/dc/o81Ug9MhGCwL2vPQMvPS2zWVHbQ246Ymm5nTV-

(b)(5)

December 19, 2019 Continued

Thursday

10:00 AM - 10:30 AM

Anna//Amelia Meet Re: Julie Cram -- E3 FO Office

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- ES Team Room, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.<u>
<u>
</u></u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:00 PM - 2:30 PM

Coffee with Kristin Lord of IREX & Julie Cram -- Pret A Manger, 1275 Pennsylvania Ave NW, Washington, DC 20004, USA

December 20, 2019

Friday

All Day

Julie Work iPhone

2:00 PM - 2:30 PM

Take items to Kimberly

December 23, 2019

Monday

12:00 AM - 12:00 AM

Amelia AL

All Day

Auntie's Surgery -- Research Center Drive Southwest, Research Center Dr SW, Atlanta, GA 30331, USA

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

2:00 PM - 2:30 PM

Scheduling check-in -- Julie's Office

December 24, 2019

Tuesday

All Day

Amelia AL

Please See Above

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -
Deliberative Process

USA Caller Paid:

(b)(5); (b)(5) -

Access Code:

(b)(5); (b)(5) -
Deliberative

Host Password:

(b)(5);
(b)(5) -

Folder where our agendas live: (b)(5)

(b)(5); (b)(5) - Deliberative Process Privilege

December 25, 2019

Wednesday

All Day

Amelia AL

Please See Above

December 26, 2019

Thursday

All Day

Amelia AL

Please See Above

December 27, 2019

Friday

12:00 AM - 12:00 AM

Amelia AL

Please See Above

3:30 PM - 4:00 PM

Team Meeting!

December 30, 2019

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

Monday

Scheduling check-in -- Julie's Office

Wednesday

New Year

Thursday

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Friday

"Any PCCs or Sub-PCCs Next Week?"
Good Morning,

Please respond to this email no later than COB today, October 18 with a list of each PCC or Sub-PCC for your participation from Monday, October 21 through Friday, October 25.

Please include the date, the time, the meeting type, the meeting topic, the invited attendees, and whether FO attendance has been requested.

If you have no PCCs or Sub-PCCs scheduled please let me know.

Thanks,

E3 Office Directors Mail ListE3 AA Mail List

To provide initial info about the security of the UTRAMS system to Anja and/or answer any other questions.

I cannot see your calendars so please let me know if another time would work better so I can ensure we have a room available.

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5); (b)(5) - Deliberative Process Privilege

(US) (b)(5); (b)(5) - Deliberative Process Privilege

Friday

(b)(5); (b)(5) - (b)(5)

[illegible]

Link to agenda: Link to agenda

(b)(5)

Team Meeting!

Monday

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODS for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Per our email exchange, please reserve this time to meet with Richard Nelson new Mission Director to Uganda. Thank you.

Tuesday

Update Senior Staff Agenda/PLC to Send Out

Kimberly and Mike weekly meeting -- Kimberly's office

Wednesday

Amelia Dentist

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

UTRAMS Training -- US-1717-ConfRm-7.710-USAID

The old ETRAMS travel system has now been upgraded to UTRAMS! For all those who were not able to attend the last UTRAMS Training or have questions, please attend to learn all the tips and tricks of the new system (there are key differences in close out & search)!

(b)(5); (b)(5) - Deliberative Process Privilege

training is open to anyone you wish to invite, simply add them as a guest here to contact epilavdzic@usaid.gov.

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5); (b)(5) - Deliberative Process Privilege

(US) (b)(5); (b)(5) - Deliberative Process

View more phone numbers: (b)(5); (b)(5) - Deliberative Process Privilege

(b)(5); (b)(5) - (b)(5)

Deliberative

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
<u>
AGENDA</u>

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of

January 9, 2020 Continued

Thursday

Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

12:00 PM - 1:00 PM

Correspondence Training -- US-1717-ConfRm-7.710-USAID

ES and E3correspondence teams will lead a training for the PSE Team on proper correspondence procedures and template guidance.

January 10, 2020

Friday

8:45 AM - 9:15 AM

Amelia Hill: Dentist Appointment

Estimated to last 30-45 minutes.

Located at 2021 K St NW Suite 103, Washington, DC, 20006

10:00 AM - 10:00 AM

Send NSC PCC/Sub-PCC Request

"Any PCCs or Sub-PCCs Next Week?"
Good Morning,

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Please include the date, the time, the meeting type, the meeting topic, the invited attendees, and whether FO attendance has been requested.

If you have no PCCs or Sub-PCCs scheduled please let me know.

Thanks,

E3 Office Directors Mail ListE3 AA Mail List

12:00 PM - 12:00 PM

Send E3/FO Weekly Meeting Agenda for Input

Link to agenda: <a

(b)(5); (b)(5) - Deliberative Process Privilege

1:00 PM - 1:30 PM

BEING RESCHEDULED: Coffee Amelia/Ashlee -- TBD

3:30 PM - 4:00 PM

Team Meeting!

January 13, 2020

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared

January 13, 2020 Continued

Monday

folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

9:45 AM - 9:45 AM

Print E3/FO Weekly Agenda

1:30 PM - 1:45 PM

Discuss NPI: Kimberly/Zachary Pusch -- Kimberly's Office

4:00 PM - 4:30 PM

BOA Discussion -- Karl's Office

January 14, 2020

Tuesday

9:00 AM - 9:30 AM

Kimberly and Mike weekly meeting -- Kimberly's office

11:00 AM - 11:30 AM

Update Senior Staff Agenda/PLC to Send Out --

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -
Deliberative Process

USA Caller Paid:

(b)(5)

Access Code:

(b)(5); (b)(5) -
Deliberative Process

Host Password:

(b)(5)

Folder where our agendas live: (b)(5)

(b)(5)

4:00 PM - 4:30 PM

Being Rescheduled: Call Discuss E3 ECON Conference 2020 -- Dial-in: (b)(5) Access code:

(b)(5) Host Code (b)(5); (b)(5) -1717-ConfRm-11.1107-USAID

Phone call conference to discuss details and logistics for the Chief of Staff's speaking role at E3's Economic Growth Officers' Conference (ECON) in February 2020.

January 15, 2020

Wednesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

Privilege

Friday

[illegible]

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge.

Signature _____ Date _____

Monday

Tuesday

January 22, 2020

Wednesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

Deliberative Process

1:00 PM - 1:30 PM

Kimberly and Mike weekly meeting -- Kimberly's office

January 23, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

January 24, 2020

Friday

10:00 AM - 10:00 AM

Send NSC PCC/Sub-PCC Request

"Any PCCs or Sub-PCCs Next Week?"
Good Morning,
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If you have no PCCs or Sub-PCCs scheduled please let me know.
Thanks,

- E3 Office Directors Mail List
- E3 AA Mail List

12:00 PM - 12:00 PM

Send E3/FO Weekly Meeting Agenda for Input

Link to agenda: [Link to agenda](#)

(b)(5); (b)(5) - Deliberative Process Privilege

1:30 PM - 2:00 PM

Review JSF Lecture -- Kimberly's Office

January 24, 2020 Continued

Friday

2:00 PM - 2:30 PM

Team Meeting! --

Hi team - we're moving this up a bit for tomorrow - see you at the corner!

January 27, 2020

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

9:45 AM - 9:45 AM

Print E3/FO Weekly Agenda

January 28, 2020

Tuesday

9:00 AM - 9:30 AM

Kimberly and Mike weekly meeting -- Kimberly's office

10:00 AM - 10:30 AM

Amelia / Armani Help with Travel

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas: (b)(5)

Access code:

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Host Password:

(b)(5)

Folder where our agendas live: (b)(5); (b)(5) - Deliberative Process Privilege

(b)(5)

Wednesday

For this month's social event, we'll be screening the 1999 comedy, 'Office Space' in Conference Room 8.801. Snacks will be provided!

Thursday

Agenda and details coming soon

Hi everyone, As we approach AEF season, I thought we could start discussing how to update the operating unit context one-pager, if we wanted to establish informal ACs, and any other issues or concerns. E3 only had one promotion last year (yeah Beth!) but I hope that together we can increase that number this year. Amelia: could you please find us a conference room and dial-in number for this time? Feel free to pass this on to anyone I may have missed. thanks!!

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Interview with Andreas "Andy" Paloumpis to replace Amelia Hill,
Special Assistant E3/AA.

PSE Hub would like to set up a 90 min meeting with Brock and the FO to discuss the Bureau's plans and to identify areas where they can help to implement the new PSE Policy

<p>Purpose: To collaboratively discuss the state of PSE in the region and jointly identify key support needs for PSE. </p><p> Agenda:</p><p>1) PSE Team to share insights from PSE partnerships reported in the region ("Data decks" available (b)(5)</p>

submitted from the region </p><p>3) Identify strategic PSE support needs for the region for 2020 </p>

January 31, 2020

Friday

10:00 AM - 10:00 AM

Send NSC PCC/Sub-PCC Request

"Any PCCs or Sub-PCCs Next Week?"
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Please include the date, the time, the meeting type, the meeting topic, the invited attendees, and whether FO attendance has been requested.

If you have no PCCs or Sub-PCCs scheduled please let me know.

Thanks,

E3 Office Directors Mail ListE3 AA Mail List

12:00 PM - 12:00 PM

Send E3/FO Weekly Meeting Agenda for Input

Link to agenda: <a

(b)(5); (b)(5) - Deliberative Process Privilege

1:00 PM - 2:00 PM

Amelia - Eye Doctor Appt -- 1629 K St NW, Washington, DC 20006, USA

3:30 PM - 4:00 PM

Team Meeting!

February 3, 2020

Monday

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

9:45 AM - 9:45 AM

Print E3/FO Weekly Agenda

February 4, 2020

Tuesday

9:00 AM - 9:30 AM

Kimberly and Mike weekly meeting -- Kimberly's office

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas: (b)(5); (b)(5) -

Access code: Deliberative Process

February 4, 2020 Continued

Tuesday

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -

USA Caller Paid:

(b)(5); (b)(5) -

Access Code:

(b)(5)

Host Password:

(b)(5)

Folder where our agendas live: (b)(5); (b)(5) - Deliberative Process Privilege

(b)(5)

2:00 PM - 2:30 PM

E3/AA Special Assistant Interview w/ Genetra Griffin -- US-1717-ConfRm-11.1107-USAID

[Interview with Genetra Griffin to replace Amelia Hill.](#)

February 5, 2020

Wednesday

4:30 PM - 5:00 PM

Meeting with Philip Isler -- 1717 Penn 11.123, US-1717-ConfRm-11.1123-USAID

February 6, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,

US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Hi everyone!

The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.
AGENDA

1. Review of the next two weeks of the Administrator and Deputy Administrator's schedule.
2. 6 -8 week outlook of Administrator's schedule.
3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

1:00 PM - 3:00 PM

FSO - Annual Performance Review -- Conference Room 11.120

Jason McNabb, a BS-21 colleague currently assigned to HCTM will provide a refresh of the performance evaluation process and then stay to answer individual questions.

Please share this with other FSOs that I might have missed.

EP Conference Line

(b)(5); (b)(5) - Deliberative Process Privilege

February 7, 2020

Friday

9:00 AM - 9:45 AM

Meeting Julie Cram (USAID)/DJ Nordquist (World Bank) on Education and Private Sector Education -- The World Bank - 1818 H Street, NW - MC 13-525

10:00 AM - 10:00 AM

Send NSC PCC/Sub-PCC Request

"Any PCCs or Sub-PCCs Next Week?"
Good Morning,

Please respond to this email no later than COB today, October 18 with a list of each PCC or Sub-PCC for your participation from Monday, October 21 through Friday, October 25.

Please include the date, the time, the meeting type, the meeting topic, the invited attendees, and whether FO attendance has been requested.

If you have no PCCs or Sub-PCCs scheduled please let me know.

Thanks,

E3 Office Directors Mail ListE3 AA Mail List

12:00 PM - 12:00 PM

Send E3/FO Weekly Meeting Agenda for Input

Link to agenda: <a

(b)(5); (b)(5) - Deliberative Process Privilege

February 10, 2020

Monday

12:00 AM - 12:00 AM

Stay at Conrad Bangkok Residence -- Conrad Bangkok Residence, กรุงเทพมหานคร

Conrad Bangkok Residence

กรุงเทพมหานคร

+1 662-690-9999

Check-in: Feb 10, 2020 12:00am

Check-out: Feb 15, 2020 12:00am

All Day

Weekly WHA Talking Points

Figured I'd share: Attached is a copy of an email with WHA TPs that I sent to the Principals 07/02. I gathered the WHA TPs from Sr Staff that Monday and Mario emailed ODs for input. We selected key points the principals wanted to mention. Reminder that this is just an old example. I think separating by Office and having this in the shared folder will be easier and much more efficient as John H. mentioned.

Hope this helps.

9:45 AM - 9:45 AM

Print E3/FO Weekly Agenda

Tuesday

Please See Above

Kimberly and Mike weekly meeting -- Kimberly's office

Access code:

Wednesday

Please See Above

Thursday

Please See Above

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Friday

Please See Above

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Please include the date, the time, the meeting type, the meeting topic, the invited attendees, and whether FO attendance has been requested.

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Thanks,

E3 Office Directors Mail ListE3 AA Mail List

February 14, 2020 Continued

Friday

12:00 PM - 12:00 PM

Send E3/FO Weekly Meeting Agenda for Input

Link to agenda: <a

(b)(5); (b)(5) - Deliberative Process Privilege

3:30 PM - 4:00 PM

Team Meeting!

February 15, 2020

Saturday

12:00 AM - 12:00 AM

Stay at Conrad Bangkok Residence -- Conrad Bangkok Residence, กรุงเทพมหานคร

Please See Above

February 17, 2020

Monday

All Day

Weekly WHA Talking Points

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Hope this helps.

9:45 AM - 9:45 AM

Print E3/FO Weekly Agenda

February 18, 2020

Tuesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas (b)(5)

Access code:

February 19, 2020

Wednesday

1:00 PM - 2:00 PM

Client Services Workshop Report -- US-1717-ConfRm-7.703-USAID

(b)(5) (b)(5) 1716
Access Code:

(b)(5) (b)(5) PIN: (b)(5) (b)(5) - Deliberative Process

February 20, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

2:00 PM - 3:00 PM

WGD-P/PSE -- US-1717-ConfRm-11.1120-USAID, US-1717-ConfRm-7.710-USAID

February 21, 2020

Friday

10:00 AM - 10:00 AM

Send NSC PCC/Sub-PCC Request

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Thanks,

- E3 Office Directors Mail List
- E3 AA Mail List

12:00 PM - 12:00 PM

Send E3/FO Weekly Meeting Agenda for Input

Link to agenda: [Link to agenda](#)

(b)(5); (b)(5) - Deliberative Process Privilege

3:30 PM - 4:00 PM

Team Meeting!

February 24, 2020

Monday

All Day

Weekly WHA Talking Points

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February 24, 2020 Continued

Monday

Hope this helps.

February 25, 2020

Tuesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas: (b)(5); (b)(5) -

Access code: Deliberative Process

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Host Password:

(b)(5)

Folder where our agendas live: (b)(5)

(b)(5)

February 27, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

1:00 PM - 2:00 PM

PCM Financial Management Specialist Discussion -- US-1717-ConfRm-11.1120-USAID

<p>AT&T 2</p><p>Toll-Free Dial-In #: (b)(5)
Toll Phone #: (b)(5); (b)(5) - Deliberative Process Privilege
Host PIN: (b)(5); >

March 2, 2020

Monday

All Day

Weekly WHA Talking Points

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Hope this helps.

March 3, 2020

Tuesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

Privilege

Deliberative Process

2:30 PM - 4:00 PM

ESSEV 2019 presentation by PADF - Study of the Socio-Economic Situation in Venezuela -- RRB-05.09.040 Large Conference Room & call information below

Conference line: (b)(5); (b)(5) -

Code: (b)(5); (b)(5) -

Deliberative

Deliberative Process

March 5, 2020

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

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Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaaid-fo-scheduling@usaid.gov, 202-712-4040

March 6, 2020

Friday

12:00 PM - 1:30 PM

J-PAL - Crime & Violence Initiative and Peace & Recovery Program -- Xulhaz Mannan Conference Room (7.06-230)

Hi all,

Please save the date/time for evidence sharing and conversation with Poverty Action Lab's <a

(b)(5)

March 6, 2020 Continued

Friday

style="">About the Session</u>
Randomized evaluations (RCTs) can serve as a powerful tool for not only unpacking “what works”, but also for developing, illustrating, and testing fundamental theories of peace, violence, and recovery. In this brown bag, staff supporting the DFID-funded Governance, Crime, and Conflict Initiative (GCCCI)--led by the Abdul Latif Jameel Poverty Action Lab (J-PAL) and Innovations for Poverty Action (IPA)--will provide an introduction to randomized evaluations and present emerging insights from a range of studies on what works in rebuilding social cohesion following conflict, mitigating discrimination following forced displacement, and preventing youth from engaging in crime and violence.

Our presenters will also share details of ongoing and future research discussing organized crime and gang governance and reintegration of former combatants.

<u>Call In Details</u>
MOVI Call In Line
(b)(5); (b)(5) - Access Code: (b)(5);

Best,
Tristan Willman

Office of Conflict Management and Mitigation
USAID | U.S. Agency for International Development
Office +1-202-712-1045 | Mobile
(b)(6)
twillman@usaid.gov

March 9, 2020

Monday

All Day

Weekly WHA Talking Points

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Hope this helps.

March 10, 2020

Tuesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line From USA: (b)(5); (b)(5) -

From Overseas (b)(5); (b)(5) -
Access code: Deliberative Process
Privilege

Deliberative Process

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5); (b)(5) -

USA Caller Paid:

(b)(5); (b)(5) -
Deliberative Process

Access Code:

(b)(5)

March 10, 2020 Continued

Tuesday

Host Password:

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LIVE

Folder where our agendas live: (b)(5)

(b)(5)

March 12, 2020

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
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March 16, 2020

Monday

All Day

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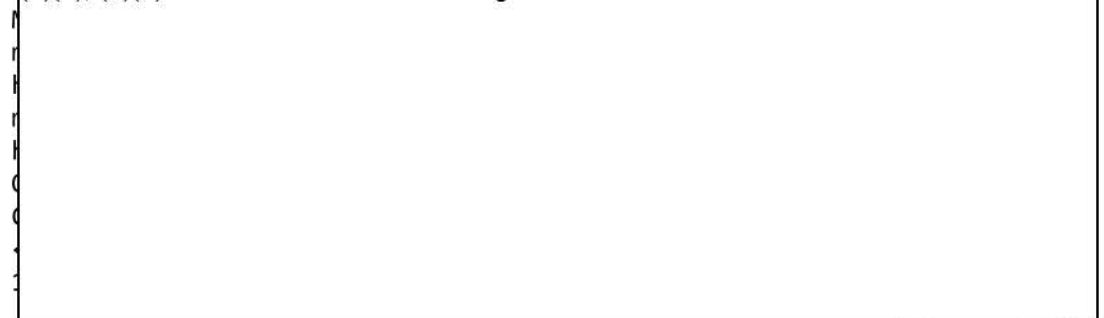
March 17, 2020

Tuesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

(b)(5); (b)(5) - Deliberative Process Privilege



Tuesday

1:00 PM - 2:00 PM

Folder where our agendas live: (b)(5)

Monday

Hope this helps.

Tuesday

Norman, Qianna C. (M/MS/IRD)

Tuesday

[illegible]

Monday

9/15/2020 11:56 AM
AID-20-0782, 20-0783-A-000205

Tuesday

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

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Join: (b)(5)
(US) (b)(5); (b)(5) - Deliberative Process PIN: (b)(5); (b)(5) -

View more phone numbers: (b)(5)

Monday

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Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -
From Overseas: (b)(5); (b)(5) - Deliberative Process
Access code: Deliberative Process
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View more phone numbers: (b)(5); (b)(5) - Deliberative Process Privilege
(b)(5); (b)(5) - (b)(5)

Tuesday

CVE Sector Council standing meeting -- 7.06.230

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This event has a video call.

(US) (b)(5); (b)(5) - Deliberative Process Privilege

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Thursday

Administrator's Expanded Scheduling Review Meeting -- Point IV,

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Monday

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Monday

Hope this helps.

Tuesday

Tuesday

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA. US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process
Privilege[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(US) (b)(5); (b)(5) - Deliberative Process

View more phone numbers: (b)(5)

(b)(5); (b)(5) -

(b)(5)

Tuesday

CVE Sector Council standing meeting -- 7.06.230

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Deliberative Process

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This event has a video call.

Join: (b)(5)

(US) (b)(5); (b)(5) - Deliberative Process Privilege

View more phone numbers: (b)(5)

(b)(5); (b)(5) -	(b)(5)
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Thursday

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US-RRB-Cal-A.AID Front Office Leadership-USAID

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Monday

Hope this helps.

Tuesday

From Overseas (b)(5); (b)(5) - Deliberative
Access code: Process Privilege

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Tuesday

Thursday

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Tuesday

[illegible]

Tuesday

CVE Sector Council standing meeting -- 7.06.230

(b)(5); (b)(5) -
Deliberative Process

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Deliberative Process

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Please do not edit this section of the description.

Join: (b)(5)

View more phone numbers: (b)(5)

(b)(5); (b)(5) -
Deliberative

(continued)

Thursday

Administrator's Expanded Scheduling Review Meeting -- Point IV,

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AID-20-0782, 20-0783-A-000214

Tuesday

Thursday

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[illegible]

Tuesday

Thursday

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3. Open floor for questions/comments from bureau representatives.

NOTE: There should be at least one representative from every bureau and independent office at this meeting.

Location: Point IV
Contact: Elyse Drum and Annie Tulann, aaid-fo-scheduling@usaid.gov, 202-712-4040

Monday

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Monday

Hope this helps.

Tuesday

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Tuesday

Thursday

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Tuesday

CVE Sector Council standing meeting -- 7.06.230

(b)(5); (b)(5) -
Deliberative Process

(b)(5); (b)(5) -
Deliberative Process

(b)(5)

(b)(5)

(b)(5)	
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This event has a video call.

(US) (b)(5) [REDACTED]

View more phone numbers: (b)(5)

(b)(5) (b)(5) (b)(5)

(b)(5)

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Thursday

Administrator's Expanded Scheduling Review Meeting -- Point IV,

Hi everyone!

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AGENDA

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Monday

Weekly WHA Talking Points

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Hope this helps.

Tuesday

Wednesday

(US) (b)(5); (b)(5) - Deliberative Process Privilege

Wednesday

(b)(5)

(b)(5)

[illegible]

Thursday

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Hope this helps.

Tuesday

Call-in Info: Conference Line: From USA: (b)(5); (b)(5) -

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

Tuesday

(b)(5) (b)(5)

CVE Sector Council standing meeting -- 7.06.230

(b)(5)

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(b)(5)

Folder where our agendas live: (b)(5)

(b)(5)

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5) (b)(5)

[illegible]

Thursday

Administrator's Expanded Scheduling Review Meeting -- Point IV,

US-RRB-Cal-A.AID Front Office Leadership-USAID

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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Tuesday

Join: (b)(5)

Tuesday

View more phone numbers: (b)(5)

(b)(5)	(b)(5)
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[illegible]

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

Hi everyone!
The Front Office scheduling team hosts a weekly meeting where we go over the Administrator's upcoming schedule. Below is the agenda we run through.

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Monday

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Hope this helps.

Tuesday

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Host Password:

(b)(5)

Tuesday

(b)(5)

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AID-20-0782, 20-0783-A-000225

Monday

Weekly WHA Talking Points

Hope this helps.

Tuesday

CVE Sector Council standing meeting -- 7.06.230

(b)(5)

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Wednesday

9/15/2020 11:56 AM
AID-20-0782, 20-0783-A-000226

Wednesday

This event has a video call.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5)

(b)(5)

A diagram of a 1D lattice with 16 sites. The first two sites are highlighted with a red box and labeled '1' and '2' respectively. The sites are connected by horizontal lines, and each site has a vertical line extending upwards and downwards, representing spin degrees of freedom.

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-AID Front Office Leadership-USAID**

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Monday

All Day

Weekly WHA Talking Points

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Hope this helps.

Tuesday

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Tuesday

(b)(5)

(b)(5)

Join: (b)(5)

(b)(5); (b)(5) - (b)(5)

[illegible]

Wednesday

From Overseas (b)(5); (b)(5) -

Access code: Deliberative Process

Join: (b)(5)

View more phone numbers: (b)(5)

(b)(5); (b)(5) - (b)(5) (b)(5)

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Thursday

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<u>
<u>
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Thursday

July 20, 2020

All Day

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Tuesday

AID-20-0782, 20-0783-A-000229

Wednesday

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA. US-1717-ConfRm-7.710-USAID

From Overseas (b)(5); (b)(5) -

Access code:	Deliberative Process Privilege
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[illegible]

This event has a video call.

Join: (b)(5)

(US) (b)(5); (b)(5) - Deliberative Process

View more phone numbers: (b)(5)

(b)(5); (b)(5) -	(b)(5)
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Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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Monday

Weekly WHA Talking Points

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Hope this helps.

Tuesday

Wednesday

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID_Front_Office_Leadership-USAID**

Monday

Weekly WHA Talking Points

Hope this helps.

Tuesday

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

USA Caller Paid:

Access Code:

Host Password:

Folder where our agendas live. (b)(5)

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

Tuesday

(US) [REDACTED]
View more phone numbers: (b)(5)
[REDACTED] (b)(5)

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Wednesday

11:00 AM - 12:00 PM

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7,710-USAID

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas (b)(5)

Access code:

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (h)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5) (b)(5) (b)(5)

Thursday

11:00 AM - 11:30 AM

Administrator's Expanded Scheduling Review Meeting -- Point IV,

US-RRB-Cal-A.AID Front Office Leadership-USAID

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Monday

All Day

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Hope this helps.

Tuesday

(b)(5)

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Please do not edit this section of the description.

(b)(5)

(b)(5)	(b)(5)
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A diagram showing a sequence of 20 dots arranged in two rows. The top row has 19 dots, and the bottom row has 20 dots. A bracket above the first 10 dots of the top row is labeled '10'. A bracket below the last 10 dots of the bottom row is labeled '10'.

Wednesday

Access code:

Please do not edit this section of the description.

View more phone numbers: (b)(5)

Wednesday

(b)(5)

(b)(5)

Thursday

11:00 AM - 11:30 AM

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Tuesday

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Host Password:

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(b)(5)

Tuesday

Please do not edit this section of the description.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5)

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Wednesday

Call-in Info: Conference Line: From USA: (b)(5)

From Overseas (b)(5)

Access code:

Please do not edit this section of the description.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5)

(b)(5)

[illegible]

Thursday

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Monday

Weekly WHA Talking Points

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Tuesday

CVE Sector Council standing meeting -- 7.06.230

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(b)(5)

(b)(5)

(b)(5)

(b)(5)

[illegible]

Wednesday

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

From Overseas (b)(5)

[illegible]

Wednesday

This event has a video call.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5)

(b)(5)

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..... -

Thursday

11:00 AM - 11:30 AM

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-A.AID Front Office Leadership-USAID**

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Monday

All Day

Weekly WHA Talking Points

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Tuesday

1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Tuesday

(b)(5)

(b)(5)

Please do not edit this section of the description.

Join: (b)(5)

(b)(5)

View more phone numbers: (b)(5)

(b)(5)

Wednesday

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA, US-1717-ConfRm-7.710-USAID

Call-in Info: Conference Line: From USA: (b)(5)

From Oversea (b)(5)

Access code:

Please do not edit this section of the description.

Join: (b)(5)

(US) (b)(3)

View more phone numbers: (b)(5)

(b)(5)

The diagram consists of a horizontal line with a vertical line segment attached to its left end. Below the horizontal line, there is a series of small circles arranged in a row. The circles are connected by a horizontal line, and the vertical line segment is positioned above the first circle.

Thursday

**Administrator's Expanded Scheduling Review Meeting -- Point IV,
US-RRB-Cal-AID Front Office Leadership-USAID**

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Thursday

meeting.

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Monday

All Day

Weekly WHA Talking Points

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1:00 PM - 2:00 PM

CVE Sector Council standing meeting -- 7.06.230

Description: USA Toll-Free:

(b)(5)

USA Caller Paid:

(b)(5)

Access Code:

(b)(5)

Host Password:

(b)(5)

(b)(5)

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join:

(US) (b)(5)

View more phone numbers: (b)(5)

(b)(5)

(b)(5)

[illegible]

Wednesday

E3 SENIOR STAFF MEETING (ALL ARE WELCOME) -- Kilimanjaro Room 7th floor 1717 Pennsylvania Ave NW, Washington, DC 20006, USA. US-1717-ConfRm-7.710-USAID

From Overseas (b)(5)

Access code:

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Please do not edit this section of the description.

Join: (b)(5)

(US) (b)(5)

View more phone numbers: (b)(5)

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Thursday

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