



Transmitted by Email

foia@americanoversight.org

March 4, 2021

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
Amended to Fourth and Final Interim Response

Dear Mr. Evers:

Enclosed with this letter is the United States Agency for International Development's (USAID) third 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 address 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 250 pages. Out of 250 pages of John Barsa's calendar, 32 pages are released in full and 178 pages are released in part pursuant to Title 5 U.S.C. §552 (b)(5) and (b)(6).

During the Agency's review, a total of 40 pages were identified that require consultation with the U.S. Department of State, the National Security Council Executive Office of the President and the U.S. Department of Homeland Security. A consultation is done when the records contain the equities of other agencies. After we receive a response regarding the release of the records, they will be provided to you.

Please be advised that this is USAID final production of records. USAID will continue to follow up with the departments and agencies that have consultations as a result of processing these records.

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

Sincerely,

Nakia N Scott
(affiliate)

Digitally signed by
Nakia N Scott (affiliate)
Date: 2021.03.04
14:44:33 -05'00'

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 (210 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.

1:30 PM - 2:30 PM

Ethics briefing

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

2:30 PM - 2:45 PM

Venezuela Touchbase -- Front Office Suite

POC: Rhea Kapadia

SA: No

Briefer: No

3:00 PM - 4:00 PM

Meeting w/ Venezuela Chargé Jimmy Story -- Point IV

POC: Rhea Kapadia

SA: No

Briefer: No

Staff: LAC

4:00 PM - 5:00 PM

IT setup -- Barsa's office

June 11, 2019

Tuesday

8:00 AM - 8:30 AM

Meeting with John Barsa

9:00 AM - 10:00 AM

Welcome breakfast for AA/LAC John Barsa -- LAC Front Office Suite

9:30 AM - 10:00 AM

Travel to State

9:30 AM - 10:00 AM

Weekly Venezuela Touch-Base --

POC: Rhea Kapadia

Briefer: No

SA: No

Staff: LAC, OFDA

Conference Call-In: (b)(5)

Access Code: (b)(5)

Host Passwor

June 11, 2019 Continued

Tuesday

10:00 AM - 10:45 AM	WHA Directors Meeting -- State Department Room 6910
10:45 AM - 11:15 AM	Return to RRB
11:00 AM - 12:00 PM	PCC Nicaragua -- EEOB 445
12:00 PM - 1:30 PM	HOLD: Welcome lunch with John Barsa -- Del Frisco's Grille, 1201 Pennsylvania Ave NW, Washington, DC 20004, USA
2:15 PM - 2:30 PM	John Barsa - Headshot -- RRB B1-6G
3:00 PM - 4:00 PM	Meeting with Haiti team -- AA/LAC Conference Room

June 12, 2019

Wednesday

8:30 AM - 9:30 AM	Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1)&nbsp;representative to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes
10:30 AM - 11:00 AM	Travel to Hill
11:00 AM - 12:00 PM	Meeting with Senate Majority Leader McConnell CoS -- 317 Russell Senate Office Building
12:00 PM - 12:30 PM	Return to RRB
12:00 PM - 12:30 PM	Weekly Signals Check -- A/AID Suite Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start

June 12, 2019 Continued

Wednesday

of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

12:30 PM - 1:00 PM

Pre brief with Soni Hysi (LAC/CAR) -- John's office

1:00 PM - 1:30 PM

UNDP Administrator Achim Steiner -- A/AID Suite

POC: Elyse
Staff: PPL, GH, LAC, ME
Special Assistant: yes
Briefer: yes
<u>UNDP Participants (Table):</u>
Achim Steiner, Administrator, UNDP
ASG Ulrika Modeer, Director of Bureau for External Relations & Advocacy
Paul Clayman, Director of UNDP Washington
Yesim Oruc, Deputy Director of UNDP Washington
Ms. Michiko Okumura, Personal Assistant to Administrator Steiner
<u>USAID Participants (Table):</u>
Mark Green
Jim Richardson, PPL
John Barsa, LAC
Mike Harvey, ME
David Stanton, GH

<u>USAID Participants (Back Bench):</u>
Bill Steiger
Jeni Healy
Joan Altherton
ES
<u>Topics:</u>
• UNDP's institutional alignment to deliver on the Secretary General's UN Reform, 2030 and Prevention Agendas: This would include an update on our institutional restructuring for crisis response, prevention: Areas of cooperation with USAID e.g. stabilization, fragile states, P/CVE
• Convergences of UNDP's work with that of USAID's self-reliance framework. This would include UNDP's private sector partnerships and innovation work and new partnerships including with IFIs

2:00 PM - 2:30 PM

1:1 with Fernando Cossich (Honduras MD)

4:30 PM - 5:00 PM

Travel to Ambassador Residence

5:00 PM - 6:00 PM

Meeting with Colombia High Commissioner Archila -- 1520 20th St NW, Washington, DC 20036, USA

June 13, 2019

Thursday

9:30 AM - 10:00 AM

1:1 meeting with Teresa McGhie

11:00 AM - 11:30 AM

HOLD: iPad setup with Tyrone

11:30 AM - 12:30 PM

LAC All Hands -- Point IV Conference Room; Call: (b)(5) Access code (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

June 13, 2019 Continued

Thursday

who cannot join us in person, please call in:

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

We look forward to seeing you!

Please contact Katherine Magalif (kmagalif@usaid.gov) 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. 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.

12:30 PM - 1:00 PM

VZ touch base for DC meeting

1:30 PM - 4:15 PM

John (personal)

2:30 PM - 3:00 PM

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

2:30 PM - 3:00 PM

1:1 with Eddy Acevedo/John Barsa -- John's office

4:30 PM - 5:00 PM

HRRB 04:33-04:36

June 13, 2019 Continued

Thursday

6:00 PM - 7:00 PM

COMPLETE USAID TRAVEL CARD TRAINING

June 14, 2019

Friday

9:30 AM - 10:00 AM

Meeting with Bernardo/John

10:30 AM - 11:00 AM

Travel to HST

11:00 AM - 11:30 AM

Meeting with A/S Kim Breier -- HST 6262
POC:

Trilla Goode

11:30 AM - 12:00 PM

Return to RRB

12:00 PM - 1:00 PM

PCC on Venezuela

1:00 PM - 1:30 PM

SCI indoctrination

1:30 PM - 2:00 PM

Travel to State

2:00 PM - 3:00 PM

Mike Fitzpatrick swearing-in as US Amb to Ecuador -- Benjamin Franklin Room-- 8th Floor, U.S.
Department of State, 2201 C Street, N.W., Washington, D.C.

3:30 PM - 4:00 PM

Meeting with Ellee Walker, incoming SOUTHCOM DDA -- AA/LAC Conference Room
John Barsa to be added to this, once available.

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

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.

9:30 AM - 10:00 AM

Call with Andrew Herscowitz (Power Africa)

Call pertaining to LAC SDAA position. Andrew is in Pretoria, South Africa for Power Africa.

LAC/FO will initiate call:

June 17, 2019 Continued

Monday

(b)(5)

10:00 AM - 10:30 AM

Front Office Meeting -- 5.09-012 Sarah-Ann's Office

Hi all. Here is the new Front Office meeting invite on the regularly scheduled time(s) - Mondays at 10AM in Sarah-Ann's Office. Let me and Janeth know if you have any questions.

Thanks,
Javier

11:00 AM - 11:30 AM

Meeting with Mark Feierstein

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

2:00 PM - 2:30 PM

Return to RRB

3:00 PM - 3:30 PM

1:1 meeting with Counselor Chris Milligan -- Chris office 6.8.29

4:00 PM - 4:30 PM

Records management briefing -- AA/LAC Conference Room

4:30 PM - 5:00 PM

1:1 with Kathryn Stevens (LPA DAA) -- John's office (5.9-12)

5:30 PM - 6:00 PM

VZ planning -- John's office (5.9-12)

6:00 PM - 7:00 PM

REMINDER: COMPLETE USAID TRAVEL CARD AND CLASSNET TRAININGS

June 18, 2019

Tuesday

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5) Meeting ID (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

+
(b)(5) (United States)
(b)(5) (Alternate number)

Meeting ID (b)(6)

SCHEDULE - 2019
January

1No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5Global Call
February 12Regional Call (ME)
February 26Global Call
March

June 18, 2019 Continued

Tuesday

12Regional Call (OAPA)
March 26Global Call
April 9Regional Call (Africa)
April 23Global Call
May 7Regional Call (Asia)
May 21Global Call
June 4Regional Call (E&E)
June 18Global Call
July 2Regional Call (LAC)
July 16Global Call
July 30Regional Call (ME)
August 13Global Call
August 27Regional Call (OAPA)
September 10Global Call
September 24Regional Call (Africa)
October 8Global Call
October 22Regional Call (Asia)
November 5Global Call
November 19Regional Call (E&E)
December 3Global Call
December 17Regional Call (LAC)
December 31No call - New Year's Eve

DETAILED DIAL IN INFO BELOW

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email MDCall@usaid.gov.

<i>Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation. </i>

*****Dial-In Information*****
1) Dial phone number:

(b)(5) (United States)
(b)(5) (Alternate number)
Additional Global Numbers: (b)(5)

2) Enter Meeting ID: (b)(6)

3) Press (b)(5) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

* * * * *
* * * * *
AGENDA

MISSION CALL WITH ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I>Welcome - Chris Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q & A [40 minutes]

III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

8:20 AM - 8:45 AM

BADGING FOR SCI BADGE -- B2.06

8:45 AM - 9:30 AM

VZ Huddle -- LPA Conference Room (6.10.102)

9:30 AM - 10:00 AM

Travel to WHA --

12:00 PM - 12:45 PM

Lunch with Heather Pagan

1:00 PM - 1:30 PM

Meeting with Tanya Urquieta

2:00 PM - 2:30 PM

1:1 meeting with Beth Hogan (ES MD) -- John's Office (5.9-12)

2:30 PM - 3:00 PM

Pre brief with James Kennedy (for Hill meetings) -- John's office

June 19, 2019 Continued

Wednesday

minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aa-id-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

3:00 PM - 4:00 PM

EXEC TIME

6:15 PM - 6:45 PM

Incoming call from Peter Natiello (Afghanistan MD)
Peter will initiate the call on your work mobile number.

June 20, 2019

Thursday

8:00 AM - 8:30 AM

Exec Time

8:30 AM - 9:30 AM

LAC/LPA/LAB VZ Challenge Meeting -- AA/LAC Conference Room (5.9-10)
Chance for LPA Leadership, LAC Leadership and LAB to get together to have first crack at a common vision and path forward for the VZ Challenge as we start to outline our operational and communications cadence.

Agenda:
Vision for Venezuela (LAC) "Commander's Intent"
Overview of the Venezuela Challenge Approach (LAB)
Operationalizing the Venezuela Challenge (LAC/LAB)
Launch + Near term Engagement Options (LAC/LPA/LAB)
Meeting Cadence/Next steps

9:30 AM - 10:00 AM

1:1 meeting with Bethany Kozma (E3) -- John's office (5.9-12)

10:00 AM - 11:00 AM

Exec Time*

11:00 AM - 11:30 AM

Travel to Hill

11:30 AM - 12:00 PM

AA/LAC Meeting with Rep. Francis Rooney -- 2255 Rayburn

12:00 PM - 2:30 PM

Remote Exec time

2:30 PM - 3:00 PM

AA/LAC Barsa Meeting with Rep. Sires -- 2268 Rayburn House Office Building

June 20, 2019 Continued

Thursday

3:00 PM - 3:30 PM	AA/LAC Barsa Meeting w/ Rep. Diaz-Balart
3:30 PM - 4:00 PM	Return to RRB
4:00 PM - 5:00 PM	Meeting with Ann Kelly Bolten (Howard G. Buffett Foundation) -- AA/LAC Conference Room (5.9-12)
5:30 PM - 6:00 PM	Exec Time
6:00 PM - 7:00 PM	James and Casey event

June 21, 2019

Friday

8:00 AM - 9:30 AM	Exec Time
10:00 AM - 10:30 AM	1:1 meeting with Brian Keane (Advisor for Indigenous Peoples Issues)
10:30 AM - 12:00 PM	Transformation briefing with AA Barsa -- Large Conference Room; Dial (b)(5) Access (b)(5)
12:00 PM - 12:30 PM	Exec Time
1:00 PM - 1:30 PM	Meeting with E3 & LAC -- John's Office (RRB 5.9-12) E3: A-AA Carrie Mitchell and DAA Julie Cram LAC: AA/LAC John Barsa POC: Grace Shaw 202-712-4112 // 202-712-0670
2:00 PM - 2:30 PM	Touchbase with Elizabeth Ake (SPO) on UNGA
2:30 PM - 3:15 PM	MD Call -- AA/LAC Conference Room -- (b)(5) Access Code (b)(5) Please plan to join us for the first LAC Mission Director call with our new Assistant Administrator, John Barsa. If there are any issues that you would like John to address during this call, please pass those along to either Carla Royalty or Steve Olive. Call in information is as follows: Dial in (b)(5) Access Code: (b)(5) Many thanks, Carla
3:15 PM - 4:00 PM	FSN Call -- AA/LAC Conference Room -- Dial in: (b)(5) Access Code (b)(5) Please plan to join us for the first LAC FSN call with our new Assistant Administrator, John Barsa. If there are any issues that you would like John to address during this call, please pass those along to either Carla Royalty or Steve Olive.

June 21, 2019 Continued

Friday

Call in information is as follows:

Dial in (b)(5) Access Code: (b)(5)

4:00 PM - 4:30 PM

1:1 meeting with John Hytten (CoS for AFR) -- John's office (5.9-12)

4:30 PM - 5:00 PM

1:1 Meeting w/ Ken MacLean (Guatemala)

5:30 PM - 6:30 PM

Exec Time

June 24, 2019

Monday

8:00 AM - 9:30 AM

Exec Time

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

Front Office Meeting -- John's Office (5.9-12)

Hi all. Here is the new Front Office meeting invite on the regularly scheduled time(s) - Mondays at 10AM in Sarah-Ann's Office. Let me and Janeth know if you have any questions.

Thanks,
Javier

10:30 AM - 11:00 AM

EXEC TIME

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

11:30 AM - 12:30 PM

CDCS Review

12:30 PM - 1:00 PM

Travel time

1:00 PM - 2:00 PM

PCC on Venezuela -- WHSR Exec

2:00 PM - 2:30 PM

Exec Time

2:30 PM - 3:00 PM

Return to RRB

3:00 PM - 3:45 PM

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

1. LAC Front Office Updates
2. High-Level Meeting Updates
3. Legislative Updates

June 24, 2019 Continued

Monday

4. Press Updates
5. Budget Updates
6. All Other Business

3:45 PM - 4:45 PM

Meeting with Olga Arguello

Olga Argüello I Managing Director

Ellos Global I 8(a) ED/WOSB & DBE Certified

(b)(6) (m)

olga@ellosglobal.com I www.ellosglobal.com

5:30 PM - 6:30 PM

Exec Time

June 25, 2019

Tuesday

8:00 AM - 8:30 AM

Exec Time

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:00 AM - 9:30 AM

Exec Time

9:00 AM - 9:30 AM

Weekly Venezuela Touch-Base --

POC: Rhea Kapadia

Briefer: No

SA: No

Staff: LAC, OFDA

Conference Call-In: (b)(5)

Access Code: (b)(5)

Host Password: (b)(5)

9:30 AM - 10:00 AM

Travel to WHA --

10:00 AM - 11:00 AM

FAR Update -- 7.08.450-460 (Nelson Mandela Room)

Please join AA Richardson for an update on the NSC-led Foreign Assistance Review (FAR) process. AAs may designate an representative and bring a plus one as needed.

Dial in info:

(b)(5)

Access code: (b)(5)

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

11:00 AM - 11:30 AM

Exec Time

Tuesday

Exec time

Pre brief meeting for Colombia Ambassdor-nominee meeting -- John's office

Meeting with U.S. Ambassador to Colombia-nominee Phillip Goldberg -- John's office (5.9-12)

Executive Management Council on Risk and Internal Control Semi-Annual Meeting -- Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

Hello, everyone -

Please find the EMCRIC meeting information below.

 <u>
Meeting Date, Time and Location</u><u>
FY 2019 Executive Management Council on Risk and Internal Control (EMCRIC) Meeting
Tuesday, June 25, 2019 | 2:00 to 4:00 pm | RRB, Point IV Conference Room

<u>EMCRIC Meeting Agenda | June 2019</u>
I.Opening Remarks

II.Introduction and Meeting Objectives

III.Status of Previously Reported FMFIA Programmatic Internal Control Deficiencies

IV.Review of Current Agency Risk Profile (ARP)

New Risks Added
○ Staffing and Resources (#11)
○ Diversion of Resources (#12)

Updates to Existing Risks
○ Other Risks Updates
○ Risk 3.1 – Catalog

Questions/Comments - ARP

Vote on Endorsing Updated ARP

V. FISMA and ERM Maturity

VI.FY 2019 Enterprise Risk Management (ERM) - Priorities and Progress

VII.Closing Remarks

<u>Attachments for all EMCRIC members to read:</u>
(1) EMCRIC Slide Deck (SBU) - *Agenda item 'Number V. FISMA and ERM Maturity' will be sent on Friday, June 21.
(2) Status of Previously Reported FMFIA Programmatic Internal Control Deficiencies
(3) Agency Risk Profile (ARP) - SBU
(4) ARP Risk Catalog (SBU)
(5) After-Action Review

<u>Recommended for new EMCRIC members to read:</u>
(6) USAID Risk Appetite Statement
(7) Governance Charter for ERM and Internal Control at USAID (ADS 596mab)

CDCS Guatemala

Exec Time

CAMINANTES, Images of a perilous walk from Venezuela -- Embassy of Colombia, 1724 Massachusetts Ave NW, Washington, DC 20036, USA

Wednesday

Senior Management Meeting (SMM) -- Point IV, US-RRB-Cal-A.AID Front Office Leadership-USAID
Dear colleagues, Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator. Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM.

June 26, 2019 Continued

Wednesday

Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

9:30 AM - 11:00 AM

Travel to briefing location

11:00 AM - 12:30 PM

Barsa briefings

Latoya (b)(6)

11:00 AM - 11:30 AM

UNGA Prep Meeting -- Point IV

Dear colleagues,

Please join me after SMM to discuss updates on Agency plans, priorities, and participation in the 74th United Nations General Assembly (UNGA), which will take place in New York during the week of September 23.

Come prepared to share your ideas on announceables or deliverables to show that USAID is Open for Business.

If you cannot attend, please send a B/IO representative.

Let's make UNGA FUNGA!

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.

12:30 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.

June 26, 2019 Continued

Wednesday

-----***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:

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 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.

12:30 PM - 1:30 PM

Travel to RRB

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).

1:00 PM - 2:00 PM

Meeting with DAS Rodriguez -- John's office (5.9-12)

1:00 PM - 2:00 PM

Sub PCC on Venezuela

2:00 PM - 2:30 PM

Hold: Pre-brief on El Salvador CDCS -- John's Office

2:30 PM - 3:00 PM

Stand up meeting on FOIA request

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 26, 2019 Continued

Wednesday

3:00 PM - 3:15 PM

Complete Credit Card App

3:15 PM - 3:45 PM

Meeting w/ DR DMD Haven Cruz-Hubbard
Confirm meeting with John.

Meeting scheduled based on Mr. Barsa and CAR discussion.

5:30 PM - 6:30 PM

Exec Time

June 27, 2019

Thursday

8:30 AM - 9:00 AM

Travel to DRG Conference

9:00 AM - 10:30 AM

Attend the DRG Officer's conference -- FHI 360 Offices 1825 Connecticut Ave NW, Washington, DC 20009. 8th Floor, Vista Room

POC: Stephanie Molina

Democracy Specialist for Latin America and the Caribbean

USAID Bureau for Latin America and the Caribbean, Democracy and Human Rights Team

Cell: (b)(6)

9:00 AM - 9:30 AM

Transformation Advisory Council -- Mandela Room (Lab)

This is an invitation for the recurring Transformation Advisory Council meeting.

Please join in person if possible. If you need to join by phone, conference line details are included below.

Presentation for the Restructuring can be found <a

(b)(5)

here.

Conf. Call In (b)(5)
Participants Code: (b)(6)
Host Code: (b)(6)
iphone shortcut: (b)(5)

(b)(5)

10:30 AM - 11:00 AM

Return to RRB

11:00 AM - 11:30 AM

1:1 with Erin Nicholson (SLG interest) -- John's office (5.9-12)

11:30 AM - 12:00 PM

1:1 with AA/M Fred Nutt -- Fred's office (6.8-113)

12:00 PM - 1:00 PM

Exec Time/Lunch*

1:00 PM - 1:30 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per

June 27, 2019 Continued

Thursday

person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

1:30 PM - 2:00 PM

Briefing on Clear Choice -- AA/LAC Conference Room (5.9-10)

2:00 PM - 3:00 PM

Miguel Pizarro - VZ National Assembly -- Point IV

POC: Rhea Kapadia

SA: No

Briefer: No

Staff: LAC

2:30 PM - 3:00 PM

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

3:00 PM - 4:30 PM

CDCS Jamaica presentation

3:00 PM - 4:00 PM

5G Follow Up Discussion -- Point IV

POC: Hallam Overton, Taylor Slate
SA: no
Briefer: no

Dial in: (b)(5) br>
Summary of 5G Briefings/background - <a

(b)(5)

(b)(5)

4:15 PM - 4:30 PM

Discussion about Caribbean Disaster Risk Reduction -- John's Office

4:30 PM - 4:45 PM

1:1 meeting with Bruce Abrams (incoming DMD Mexico) -- John's office

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

June 27, 2019 Continued

Thursday

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

7:45 AM - 8:45 AM

Breakfast with Earl G. Matthews (EOP/NSC) -- The White House, 1600 Pennsylvania Ave NW, Washington, DC 20500, USA
POC:

Daniel Tomanelli
Defense Policy and Strategy
National Security Council
Office: (202) 456-9199
Mobile: (b)(6)

8:45 AM - 9:15 AM

Return to RRB

9:15 AM - 10:15 AM

Discussion on EMEIA and OE Travel -- AA/LAC Conference room; Dial in: (b)(5) Access: (b)(5)

10:00 AM - 10:30 AM

Pre brief for LAC MD call -- John's office (5.9-12)

10:30 AM - 12:30 PM

CDCS El Salvador

10:45 AM - 11:00 AM

Standing pre brief for DFC Leadership Group

11:00 AM - 11:30 AM

DFC Senior Leadership Working Group -- Administrator's Office
POC: Hallam Overton, Taylor Slate
SA: no
Briefer: no

11:30 AM - 12:00 PM

Meeting with Josue Lopez (BFS) -- John's office (5.9-12)

12:00 PM - 1:00 PM

Friend visiting

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

Friday

Call in number: (b)(5) access code (b)(5)

Social media communications huddle -- John's office (5.9-12)

[illegible]

Regional Bureau Update -- OAPA Conference Room (US-RRB-ConfRm-5.6D-Band-i-Amir-USAID (5.6-196))
POC: Hallam Overton, Taylor Slate
SA: no
Briefers: no

Please provide 2 updates from your region for the Deputy Adminsitrator. No plus ones are accepted but a substitute can be sent. Please inform Hallam Overton (hoverton@usaid.gov) who you will be sending in your place if you need to.

Conference room 5.6-196 is in the OAPA Front Office

Venezuela TT meeting

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!

Monday

Exec Time

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.

July 1, 2019 Continued

Monday

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

10:30 AM - 11:00 AM Exec Time

11:00 AM - 11:30 AM Comms weekly look ahead -- John's office

11:30 AM - 12:30 PM Allan Rosenbaum from FIU

1:00 PM - 2:00 PM Tentative: Nicaragua Meeting with OTI -- LAC/AA Conference Room
Tentative = if time allows.

2:00 PM - 2:45 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 Call with Mission Nicaragua team -- Large Conference Room

4:30 PM - 5:00 PM Join A/AID for a phone call

5:30 PM - 6:30 PM Exec Time

July 2, 2019

Tuesday

8:15 AM - 9:00 AM Mission Call - GLOBAL - (b)(5)
The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

+ (b)(5) (United States)
+ (b)(5) (Alternate number)

Meeting ID (b)(6)

SCHEDULE - 2019
January 1No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5Global Call
February 12Regional Call (ME)
February 26Global Call
March 12Regional Call (OAPA)
March 26Global Call
April 9Regional Call (Africa)
April 23Global Call
May 7Regional Call (Asia)
May 21Global Call
June 4Regional Call (E&E)
June 18Global Call
July 2Regional Call (LAC)
July 16Global Call
July 30Regional Call (ME)
August 13Global Call
August 27Regional Call (OAPA)
September 10Global Call
September 24Regional Call (Africa)
October 8Global Call
October 22Regional Call (Asia)

November 5Global Call
November 19Regional Call

July 2, 2019 Continued

Tuesday

(E&E)December 3Global CallDecember 17Regional Call (LAC)

December 31No call - New Year's Eve

***DETAILED DIAL
IN INFO BELOW***

Phone etiquette: please do NOT put your phone
on hold. Please DO put your phone on mute (use your phone's mute
button). We have many Missions on the call, and this will make it
easier for all to hear.

If you would like to suggest a topic
for discussion, please email MDCall@usaid.gov.

<i>Note: These calls
are geared specifically towards communication with the field and
include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not
share call-in information widely so that we can have a more
productive conversation. </i>

*****Dial-In
Information*****
1) Dial phone number:

(b)(5)
(United States)
(b)(5) (Alternate number)

Additional
(b)(5) Enter
Meeting ID: (b)(6)

3) Press #

4) You will be
placed directly into the call. Please note: there is no "entrance
music" on this line - you will hear silence until the call starts.
Make sure your phone is on mute (use your phone's mute button) at all
times except when you are asking a question.

* * * * *
* * * * *
AGENDA

MISSION CALL WITH
ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I>Welcome - Chris
Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q
& A [40 minutes]

III.Announcements - Kathryn Stevens,
DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

8:15 AM - 9:00 AM

Mission Call - LAC Regional -- (b)(5)
The regional calls are geared primarily for Missions in the specific
regions as well as their corresponding regional bureaus. Missions
from other regions may call in but are not required to do so. Global
calls are still for all Missions. Please see the call schedule
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(b)(5) (Alternate number)

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1No call - New Year's Day
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May 7Regional Call (Asia)
May 21Global Call
June 4Regional Call (E&E)
June 18Global
Call
July 2Regional Call (LAC)
July 16Global Call
July 30Regional Call (ME)
August 13Global Call
August
27Regional Call (OAPA)
September 10Global Call
September
24Regional Call (Africa)
October 8Global Call
October
22Regional Call (Asia)
November 5Global Call
November
19Regional Call (E&E)
December 3Global Call
December
17Regional Call (LAC)
December 31No call - New Year's Eve

DETAILED DIAL IN INFO BELOW

Phone etiquette: please
do NOT put your phone on hold. Please DO put your phone on mute (use
your phone's mute button). We have many Missions on the call, and
this will make it easier for all to hear.

If you would like
to suggest a topic for discussion, please email MDCall@usaid.gov.

July 2, 2019 Continued

Tuesday

<i>Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation. </i>

*****Dial-In Information*****
1) Dial phone number:

+ (b)(5) (United States)
(b)(5) (Alternate number)

Additional Global Numbers: <a

(b)(5)

(b)(5)

Enter Meeting ID: (b)(6)

(b)(6)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

* * * * *

AGENDA

MISSION CALL WITH ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I.Welcome - Chris Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q & A [40 minutes]

III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:00 AM - 9:30 AM

Extended call with LAC Mission Directors -- John's Office; Dial in: (b)(5)

Host code (only dialed by DC): 8716

After the call with the Administrator ends around 9:00am, the topic will be the process for validating Foreign Service positions.

9:00 AM - 9:30 AM

Weekly Venezuela Touch-Base --

POC: Rhea Kapadia

Briefer: No

SA: No

Staff: LAC, OFDA

Conference Call-In: (b)(5)

Access Code: (b)(5)

Host Password: (b)(5)

9:15 AM - 9:45 AM

FO Huddle -- John's office

9:30 AM - 9:45 AM

Travel to WHA

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:45 AM - 12:30 PM

State Dept. meetings

12:30 PM - 1:00 PM

Return to RRB

1:00 PM - 2:00 PM

Meeting with Katie Taylor (PADF Executive Director) -- John's office

2:00 PM - 2:30 PM

DFC Senior Leadership Working Group -- Counselor's Suite

POC: Hallam Overton, Taylor Slate

SA: no

July 2, 2019 Continued

Tuesday

Briefer: no

2:30 PM - 3:00 PM

Discussion on Seniors Review FY 2021

3:00 PM - 3:45 PM

1:1 with Tricia Schmitt (BRM) -- John's office (5.9-12)

4:00 PM - 5:00 PM

Meeting on Caribbean Energy DCA -- AA/LAC Conference room (5.9-10)

Development Credit Authority (DCA) colleagues would like to meet with John Barsa to provide an update on the status of work to set up the Caribbean Energy Security Initiative (CESI) loan guarantee.

Given the high priority of Caribbean issues on the Administration's foreign policy agenda, and the Administrator's planned trips to the region, this DCA may come up for discussion as a potential announcement. The DCA team would like to make sure you are aware of remaining steps and timing issues.

5:00 PM - 5:30 PM

Travel to IDB

5:30 PM - 7:30 PM

IDB Independence Day celebration -- La Terraza and Las Americas, 7th Floor Inter-American Development Bank 1300 New York Avenue NW Washington, DC 20577

July 3, 2019

Wednesday

8:00 AM - 8:30 AM

Exec Time

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).

These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1)
representative to every SMM. Attendees should be AA- or Director-level.

Substitutions due to official travel, leave, or other engagements are permitted.

Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes

9:30 AM - 10:00 AM

Coffee with Janeth Rodriguez

10:00 AM - 10:30 AM

Discussion on proposed meetings and SIC -- AA/LAC Conference Room

July 3, 2019 Continued

Wednesday

10:30 AM - 11:00 AM	Travel to PCC
12:00 PM - 12:30 PM	Travel to lunch
12:30 PM - 1:30 PM	Lunch with Marcela Escobari -- Del Frisco's Grille, 1201 Pennsylvania Ave NW, Washington, DC 20004, USA
1:30 PM - 2:00 PM	Return to RRB
3:00 PM - 4:00 PM	Meeting with Amb. Tamara Suju -- John's office (5.9-12)

July 4, 2019

Thursday

All Day	July 4th
8:30 AM - 9:00 AM	Weekly check-in with Alex Sutton -- John's office (5.9-12)
2:30 PM - 3:00 PM	1:1 weekly standing Eddy Acevedo/John Barsa -- John's office

July 5, 2019

Friday

10:00 AM - 10:30 AM	UNGA Discussion -- John's office (5.9-12)
10:30 AM - 11:00 AM	Travel to event
11:00 AM - 12:00 PM	208th anniversary of the Venezuelan Declaration of Independence -- Memorial Park of the Liberator Simón Bolívar 203 18th St NW, Washington, D.C. 20240
12:00 PM - 12:30 PM	Return to RRB
1:00 PM - 2:00 PM	T3 + Information on Regional Bureau Meeting -- AA/LAC Conference Room Dial-In: (b)(5)
2:00 PM - 2:45 PM	1:1 meeting with Ned Rauch-Mannino (IGA) -- John's office (5.9-12) POC : NED RAUCH-MANNINO Intergovernmental Affairs, Bureau for Legislative and Public Affairs U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT LPA, Room 6.10-80 RRB, 1300 Pennsylvania Avenue, NW, Washington, DC 20523 O 202-712-4036 M (b)(6) nrauchmannino@usaid.gov USAID.gov @USAID

July 5, 2019 Continued

Friday

3:00 PM - 4:00 PM

Pre brief for Almagro meeting -- AA/LAC Conference Room

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)

10:30 AM - 11:00 AM

Venezuela Discussion

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

11:30 AM - 12:00 PM

Touch base for John's meeting with Rep. Espaillat -- John's office

12:00 PM - 1:00 PM

Exec time

1:00 PM - 1:15 PM

Touch base with Sharon on Cuba

1:30 PM - 2:00 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

2:00 PM - 3:00 PM

PCC on Venezuela --

2:00 PM - 2:30 PM

All hands to discuss T3 Tasker -- Front Office Suite; Dial in: (b)(5)

Please come to the Front Office Suite for a quick all hands announcement from AA/LAC John Barsa.

2:30 PM - 3:00 PM

Travel to OAS

3:00 PM - 4:00 PM

Meeting with Luis Almagro (OAS SG) -- Organization of American States, 200 17th St NW, Washington, DC 20006, USA

POC:

Marian Vidaurri, Advisor
202-621-4655

July 8, 2019 Continued

Monday

3:30 PM - 4:00 PM

Pre-Brief for Paper PC
POC: Alex Dehelean
Staff: LAC, DCHA
SA: Yes
Briefer: Yes

4:00 PM - 4:30 PM

Return to RRB

4:30 PM - 5:30 PM

Exec time

July 9, 2019

Tuesday

9:00 AM - 9:30 AM

Venezuela DOAG Discussion -- Front Office Suite
POC: Rhea Kapadia
SA: No
Briefer: No
Staff: LAC, BRM

Please feel free to add anyone that you feel would be relevant to the conversation!

9:30 AM - 10:00 AM

Weekly Venezuela Touch-Base --

POC: Rhea Kapadia
Briefer: No
SA: No
Staff: LAC, OFDA
Conference Call-In: (b)(5)
Access Code: (b)(5)
Host Password: (b)(5)

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:30 AM - 11:00 AM

Pre brief for AA Barsa's Filipetti Meeting -- John's office

11:30 AM - 12:00 PM

PAHO Grant Discussion

1:00 PM - 1:30 PM

Pre brief for Espallat meeting -- John's office

1:30 PM - 2:00 PM

Quick touch base with Dave Kidney on SIC (Protocol officer) -- John's office (5.9-12)

2:00 PM - 2:30 PM

Pre-Brief for UNICEF Meeting -- A/AID Suite
POC: Elyse
Staff: GH, DCHA, ME, AFR, LAC
Special Assistant: yes
Briefer: yes
Attendees: ED Henrietta Fore
Rich Greene, Senior Advisor
Sean Snyder, Public Partnerships Manager
Topics: Venezuela
MENA
Ebola
Sudan

July 9, 2019 Continued

Tuesday

2:30 PM - 3:00 PM	Introduction with DRG Director Tim Meisburger -- John's Office 5.09.12
3:00 PM - 3:30 PM	Briefing on VAMA meetings in Miami -- AA/LAC Conference Room
3:30 PM - 4:00 PM	Travel to State
4:00 PM - 5:00 PM	1:1 meeting with DAS Filipetti (WHA) -- 6253A HST
4:30 PM - 5:00 PM	Touch base on John's swearing in ceremony

July 10, 2019

Wednesday

8:30 AM - 9:30 AM	Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1)&nbsp;representative to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes
9:45 AM - 10:00 AM	HOLD: Briefer on Meeting with Mark Green
10:15 AM - 11:00 AM	DAA Barbara Feinstein mid-year evaluation
11:00 AM - 11:30 AM	Meeting with Christy Johnson (RSD ENV) -- John's office (5.9-12)
11:30 AM - 12:30 PM	Briefing on bureau institutional contracts -- John's office (5.9-12)
12:30 PM - 1:00 PM	Travel to Hill
1:00 PM - 1:30 PM	Meeting with Rep. Espaillat (D-NY)
1:30 PM - 2:00 PM	Return to RRB
2:30 PM - 3:00 PM	SFRC NT Hearing Prep -- LAC/FO Conference Room Hi Everyone,

In anticipation of a potential Tuesday hearing, we'd like to sit down

July 10, 2019 Continued

Wednesday

with you all to discuss what the testimony should look like, timeline/deadlines, and what prep John needs.

Thanks,

Sara

3:00 PM - 3:45 PM

Meeting with SEC (Lloyd R. Lewis III & Bruce Arrington) -- John's office (5.9-12)
POC:

Lloyd R. Lewis III
Division Chief
Counterterrorism and Information Security
USAID | Office of Security, RRB Rm 2.06
1300 Pennsylvania Ave, NW
Washington, DC 20523
Tel: 202.712.4672

4:00 PM - 4:30 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

4:45 PM - 5:15 PM

Courtesy meeting with Megan Asdorian (PPL) -- John's office (5.9-12)

4:45 PM - 5:00 PM

Quick Touchbase with Roberto -- John's office (5.9-12)

6:30 PM - 8:30 PM

Peru's New Ambassador Reception -- 3001 Garrison St NW, Washington, DC 20008, USA

Peru's New Ambassador, Hugo de Zala
Formal invitations sent electronically.

July 11, 2019

Thursday

All Day

(Postponed) *Visit with Amb. Vecchio -- Counselor's Suite
POC: Tanner Mastaw
SA: No
Briefer: Yes
Staff: LAC, FO

July 11, 2019 Continued

Thursday

8:30 AM - 9:00 AM	Weekly check-in with Alex Sutton -- John's office (5.9-12)
9:45 AM - 10:15 AM	Foreign Service Officer Assignment w/ Rory
10:00 AM - 10:45 AM	Meeting with Rosa Maria Paya (CUBA) -- John's office
10:45 AM - 11:15 AM	Exec time
11:15 AM - 11:45 AM	Henrietta Fore, UNICEF Executive Director -- A/AID Suite POC: Elyse Staff: PPL, GH, DCHA, ME, AFR, LAC Special Assistant: yes Briefer: yes Attendees: ED Henrietta Fore Rich Greene, Senior Advisor Sean Snyder, Public Partnerships Manager Topics: Venezuela MENA Ebola Sudan
11:45 AM - 12:15 PM	Travel to lunch
12:00 PM - 1:00 PM	Lunch with Susanne -- Chopt Creative Salad Co., 1730 Pennsylvania Ave NW, Washington, DC 20006, USA
12:00 PM - 1:00 PM	Overview of FY 2021 USAID Budget Request -- Four Points Good Morning! Please join us on Thursday for an overview of the FY 2021 USAID Budget Request that was transmitted to the State Department. This will be a great opportunity to understand cross-cutting priorities, especially prior to the Sector Reviews. Thanks! Tricia
1:00 PM - 1:30 PM	Call with Viviana re hearing
1:30 PM - 2:00 PM	Meeting w/ Sabrina Teichman
2:00 PM - 3:30 PM	CAM deep dive for SFRC Hearing on NT -- AA/LAC Conference Room
2:30 PM - 3:00 PM	1:1 weekly standing Eddy Acevedo/John Barsa -- John's office
3:30 PM - 4:30 PM	Exec time
4:30 PM - 5:30 PM	Review data from T3 survey
5:30 PM - 7:00 PM	Happy Hour Mixer -- Harry's Restaurant, 436 11th St NW, Washington, DC 20004, USA

July 12, 2019

Friday

11:30 AM - 12:00 PM	DFC Senior Leadership Working Group -- Point IV POC: Hallam Overton, Taylor Slate SA: no
---------------------	--

July 12, 2019 Continued

Friday

Briefer: no

July 15, 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)

10:30 AM - 11:00 AM

Comms weekly look ahead -- John's office

11:30 AM - 12:00 PM

Pre brief for GAO meeting

12:00 PM - 1:00 PM

Exec time

1:00 PM - 2:00 PM

PCC on Venezuela --

1:30 PM - 2:15 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

2:20 PM - 2:30 PM

Meet in Point IV

2:30 PM - 3:00 PM

Meeting with Minister Hill and Amb. Manes, El Salvador -- Point IV
POC: Alex Dehelean
Staff: LAC, DCHA
SA: Yes
Briefer: No
Meeting Participants: Ambassador Jean Manes
El Salvador's Foreign Minister Alexandra Hill
El Salvador's Presidential Advisor for International Affairs
Ambassador Arena Ortega
El Salvador's Chargé d'Affaires to the United States Werner Romero
El Salvador Foreign Ministry Protocol Chief Herbert Caceres

3:00 PM - 3:30 PM

Jose and Otto

4:00 PM - 5:30 PM

John, Alexis, Alex, Jordan, Roger RE:Venz -- US Agency International Development, Ronald Reagan Bldg and International Trade Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA
Text Alexis at (b)(6) when you are in the building and checked in via USAID security (b)(6)

July 15, 2019 Continued

Monday

4:00 PM - 4:30 PM

John, Harry, Eddy, VZ Challenge pre-Admin chat -- John's office

Does this work for everyone to touch base real quick prior to 9:30 with Administrator tomorrow?

We can also meet later if better for others. All attendees have permissions to adapt meeting invite.

To be discussed:

Action Memo;

(b)(5)

Annotated Agenda for A:AID meeting:

(b)(5)

July 16, 2019

Tuesday

All Day

[To Be Rescheduled] Weekly Venezuela Touch-Base --

POC: Rhea Kapadia

Briefer: No

SA: No

Staff: LAC, OFDA

Conference Call-In: (b)(5)

Access Code: (b)(5)

Host Password: (b)(5)

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5) Meeting ID (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

(b)(5) (United States) (b)(5) (Alternate number)

Meeting ID (b)(6) SCHEDULE - 2019

January 1 No call - New Year's Day

January 10 Global Call (Furlough)

January 24 Global Call (Furlough)

February 5 Global Call

February 12 Regional Call (ME)

February 26 Global Call

March 12 Regional Call (OAPA)

March 26 Global Call

April 9 Regional Call (Africa)

April 23 Global Call

May 7 Regional Call (Asia)

May 21 Global Call

June 4 Regional Call (E&E)

June 18 Global Call

July 2 Regional Call (LAC)

July 16 Global Call

July 30 Regional Call (ME)

August 13 Global Call

August 27 Regional Call (OAPA)

September 10 Global Call

September 24 Regional Call (Africa)

October 8 Global Call

October 22 Regional Call (Asia)

November 5 Global Call

November 19 Regional Call (E&E)

December 3 Global Call

December 17 Regional Call (LAC)

December 31 No call - New Year's Eve

****DETAILED DIAL IN INFO BELOW****

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear. If you would like to suggest a topic for discussion, please email

July 16, 2019 Continued

Tuesday

target="_blank">MDCall@usaid.gov.

<i>Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation. </i>

*****Dial-In

Information*****
1) Dial phone number:

(b)(5)
(United States)
(b)(5) (Alternate number)
Additional
(b)(5)

Enter

Meeting ID: (b)(5)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

* * * * *
* * * * *
AGENDA

MISSION CALL WITH
ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I>Welcome - Chris Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q & A [40 minutes]

III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:30 AM - 10:00 AM

Venezuela Challenge Updates -- A/AID Suite

POC: Alex Dehelean

Staff: LAB, LAC, LPA, Trips, Speeches

SA: No

Annotated Agenda: Yes

Agenda Topics: Updates on the details of the challenge; timing; launch proposals

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:00 AM - 10:30 AM

***GAO-19-285SP - Reduce Fragmentation, Overlap, and Duplication -- Counselor's Suite**

POC: Rhea Kapadia

SA: Yes

Briefer: No

Staff: LAC, M

Please feel free to add anyone that you feel might be relevant to the conversation!

10:30 AM - 11:15 AM

Meeting with Maria Werlau (Archivo Cuba) -- John's office

11:30 AM - 12:00 PM

Courtesy meeting with Megan Asdorian (PPL) -- John's office (5.9-12)

12:00 PM - 1:00 PM

Exec time

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 Erin McKee, Mission Director to Indonesia.

The Mission Directors @ Lunch series of events encourages Washington staff to interact with Mission Directors in an informal setting, hear

July 16, 2019 Continued

Tuesday

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)(6) (b)(6)
-----***PHONE DIAL-IN***-----

We look forward to seeing you!

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

BIOGRAPHY:

Erin McKee is the Mission Director for USAID/Indonesia. She previously served as the Senior Deputy Assistant to the Administrator for the Human Capital and Talent Management Office (HCTM).

McKee is a member of USAID's Senior Foreign Service and brings a wealth of Agency experience to HCTM. She served as the Senior Deputy Assistant Administrator for the Bureau of Policy, Planning and Learning (PPL). Prior to her return to Washington, DC in late 2012, McKee was the USAID Regional Mission Director for Central Asia. There she was responsible for direct management of USAID's programs in Kazakhstan, Tajikistan, Turkmenistan, Uzbekistan, and for support to the Kyrgyzstan representative office.

Before her assignment in Central Asia, 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. She is married to (b)(6)
(b)(6)
(b)(6)

1:00 PM - 2:00 PM

Ministerial to Advance Religious Freedom - Administrator Green Remarks --

<https://www.youtube.com/watch?v=4F8ypz9D8u8&=80s>

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

July 16, 2019 Continued

Tuesday

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 livestream.

For more information, please refer to the Press Release.

1:00 PM - 1:30 PM

1:1 courtesy meeting with Ben Schapiro (RSD/ENV)

1:30 PM - 2:00 PM

REMINDER: ES Meeting w/AA/LAC -- Adriel's Ofc 6.8.032

Hi Jeannean,

May we do it on Tues. 7/16 at 1:30pm? AA Barsa has a meeting with CoS Steiger at 11:00am.

Mario

Jeannean,

May we reschedule this meeting to another time? AA Barsa will be doing a signals check meeting with Administrator Green at this time now.

Regards,

Mario

*****To discuss Roles of ES Overseas Training.

2:30 PM - 3:00 PM

1:1 meeting with Art Brown (DR MD) -- John's office (5.9-12)

3:00 PM - 4:30 PM

Exec time

4:30 PM - 5:00 PM

Touch base on DHS NT Metrics briefing

5:30 PM - 6:00 PM

Finalize swearing-in guest list

July 17, 2019

Wednesday

12:00 AM - 12:00 AM

Stay at Aloft Miami Doral -- Aloft Miami Doral, Doral

Aloft Miami Doral

Doral

+1 786-272-7200

Check-in: Jul 17, 2019 12:00am

Check-out: Jul 19, 2019 12:00am

July 17, 2019 Continued

Wednesday

12:00 AM - 12:00 AM

Stay at Residence Inn by Marriott Miami Airport West/Doral -- Residence Inn by Marriott Miami Airport West/Doral, Doral
Residence Inn by Marriott Miami Airport West/Doral
Doral
+1 786-814-8427

Check-in: Jul 17, 2019 3:00pm
Check-out: Jul 19, 2019 12:00pm

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

10:00 AM - 10:45 AM

Meeting with Katya Rimkunas (IRI) -- John's office (5.9-12)

10:30 AM - 11:00 AM

Pre-brief for Colombian Foreign Minister Meeting -- DA Suite
POC: Hallam Overton, Taylor Slate
SA: yes
Briefer: no

11:00 AM - 12:00 PM

GC briefing -- John's office (5.9-12)

12:00 PM - 12:30 PM

CAR: RRB to Colombian Embassy -- Embassy of Colombia, 1724 Massachusetts Ave NW, Washington, DC 20036, USA

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***-----
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

(b)(6)

July 17, 2019 Continued

Wednesday

12:30 PM - 1:00 PM

Meeting with Colombian Foreign Minister -- Embassy of Colombia, 1724 Massachusetts Ave NW, Washington, DC 20036, USA
POC: Hallam Overton, Taylor Slate
SA: no
Briefer: yes

(b)(6)

1:00 PM - 1:30 PM

CAR: Colombian Embassy to RRB

1:30 PM - 2:00 PM

Pre brief for Briefing for Congressional Hispanic Caucus on NT funding -- AA/LAC Conference Room

2:00 PM - 2:30 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

2:30 PM - 3:30 PM

PAHO Follow-up -- 6262 Small Conference Rm

Below you will find the call-in information for those who cannot attend.

(b)(5)

Access Code: (b)(5)

2:45 PM - 3:45 PM

LAC FY 2021 Strategy Reviews Pre-meeting with BRM -- US-BRM-Conference-Room-6.09-042

Greetings from BRM,

Thank you for all of you and your team's hard work on the FY 2021 USAID Development and Humanitarian Assistance budget build!

As we get ready to brief State on the USAID Budget request, BRM would like to have a pre-brief 2 days before the scheduled meeting to discuss USAID priorities and ensure there is a continuity in messaging. The senior reviews will be attended by the bureau POC +1, but all relevant folks are invited to this pre-brief, so please plan accordingly.

If you have any questions or concerns feel free to reach out to me or your BRM analyst.

Regards,

Tricia

July 17, 2019 Continued

Wednesday

3:00 PM - 3:30 PM	Travel to WH
3:30 PM - 4:00 PM	NSC Meeting to discuss USAID reprogramming -- WHSR JFK
4:00 PM - 4:30 PM	Return to RRB
4:30 PM - 5:30 PM	Exec time
5:30 PM - 6:00 PM	Travel to DCA
7:15 PM - 10:00 PM	Flight to Miami (AA 293) -- Washington DCA American flight 293 Washington DCA 7:15pm (local time) - Miami MIA 10:00pm (local time) Confirmation number: (b)(6)
7:15 PM - 10:00 PM	Flight to Miami (AA 293) -- Washington DCA American flight 293 Washington DCA 8:58pm (local time) - Miami MIA 11:29pm (local time) Confirmation number: (b)(6)
10:00 PM - 10:30 PM	Pick up Hertz Car Rental -- Hertz Miami Airport 5700 NW 36th St, Miami, FL 33166, USA POC: (305) 871-0861
10:30 PM - 11:00 PM	Arrival to Hotel -- Aloft Miami Doral, 3265 NW 107th Ave, Doral, FL 33172, USA

July 18, 2019

Thursday

All Day	Stay at Aloft Miami Doral -- Aloft Miami Doral, Doral Please See Above
All Day	Stay at Residence Inn by Marriott Miami Airport West/Doral -- Residence Inn by Marriott Miami Airport West/Doral, Doral Please See Above
8:00 AM - 8:10 AM	Travel to SOUTHCOM
8:10 AM - 8:45 AM	Met by Todd Sloan and General Juan Carlos Correa (Colombia), J7/9 Director- brief "meet and greet" with General Correa -- SOUTHCOM Flagpole Todd Sloan A/Senior Development Advisor US Southern Command Work: (305) 437-2084 Cell: (b)(6)

July 18, 2019 Continued

Thursday

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, 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 1991 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.

12:30 PM - 1:45 PM

Lunch with Todd Sloan -- TBD

POC :

Todd Sloan
A/Senior Development Advisor
US Southern Command
Work: (305) 437-2084
Cell: (b)(6)

July 18, 2019 Continued

Thursday

1:30 PM - 3:00 PM	Briefing with USAID team -- SOUTHCOM Conference Center POC : Todd Sloan A/Senior Development Advisor US Southern Command Work: (305) 437-2084 Cell: (b)(6)
1:30 PM - 2:00 PM	DFC Senior Leadership Working Group -- Administrator's Office POC: Hallam Overton, Taylor Slate SA: no Briefer: no
1:30 PM - 2:00 PM	DFC Senior Leadership Working Group -- M Conference Room; 6.08.083 POC: Hallam Overton, Taylor Slate SA: no Briefer: no
2:30 PM - 3:00 PM	1:1 weekly standing Eddy Acevedo/John Barsa -- John's office
3:10 PM - 3:30 PM	Call with Steve/Roberto on CCC - (b)(5) Host (dialed by Roberto) (b)(5)
3:45 PM - 4:30 PM	Briefing/SOUTHCOM Overview with CDC Ambassador Ayalde, J5 and CAG -- Ambassador Ayalde's office SOUTHCOM POC : Todd Sloan A/Senior Development Advisor US Southern Command Work: (305) 437-2084 Cell: (b)(6)
4:30 PM - 5:00 PM	Depart for hotel -- Aloft Miami Doral, 3265 NW 107th Ave

July 19, 2019

Friday

12:00 AM - 12:00 AM	Stay at Aloft Miami Doral -- Aloft Miami Doral, Doral Please See Above
12:00 AM - 12:00 AM	Stay at Residence Inn by Marriott Miami Airport West/Doral -- Residence Inn by Marriott Miami Airport West/Doral, Doral Please See Above
8:30 AM - 9:00 AM	Travel to SOUTHCOM
9:00 AM - 9:30 AM	Meet with Todd Sloan and SOUTHCOM Protocol -- SOUTHCOM Flagpole POC :

July 19, 2019 Continued

Friday

Todd Sloan
A/Senior Development Advisor
US Southern Command
Work: (305) 437-2084
Cell: (b)(6)

9:30 AM - 10:30 AM

Meeting with ADM Faller (SOUTHCOM Commander) -- SOUTHCOM

10:30 AM - 11:00 AM

Travel to OFDA Warehouse -- 5601 NW 72nd Ave Miami, FL 33166

11:00 AM - 11:30 AM

OFDA Warehouse Orientation tour -- 5601 NW 72nd Ave, Miami, FL 33166, USA
POC :

Todd Sloan
A/Senior Development Advisor
US Southern Command
Work: (305) 437-2084
Cell: (b)(6)

11:30 AM - 2:00 PM

Lunch & Exec time -- TBD

11:30 AM - 12:30 PM

Regional Bureaus Leadership Meeting -- RRB Xulhaz Mannan (7 06 230)
<u>CONFERENCE LINE</u>
Call In (b)(5)

Participants Code (b)(5)

<u>a
(b)(5)
__is_owner="true">AGENDA</u>
<u>a
(b)(5)
__is_owner="true">PRESENTATION</u>

2:00 PM - 3:00 PM

Travel to SOCSOUTH -- 29401 SW 125th Ave. Bldg 600 Homestead, Florida 33039

2:15 PM - 3:15 PM

HOLD: Senior Review FY 21
From conversation with Stacy Sparks: This meeting was for A/S Kim Breier. She's traveling at this time so the A-A/S (PDAS) Chung will function in her role. Mr. Barsa is requested to attend, however, if his TDY to SOUTHCOM is confirmed then Mr. Olive will attend.

3:00 PM - 4:00 PM

Meet with MGEN Fletcher (SOCSOUTH Commander) -- SOCSOUTH
POC :

Todd Sloan
A/Senior Development Advisor
US Southern Command
Work: (305) 437-2084
Cell: (b)(6)

July 19, 2019 Continued

Friday

4:00 PM - 6:30 PM	Exec time
6:30 PM - 7:30 PM	Travel to Airport
7:30 PM - 8:00 PM	Drop off car rental -- 5700 NW 36th St, Miami, FL 33166, USA
9:04 PM - 11:38 PM	Flight to Washington (AA 2648) -- Miami MIA American flight 2648 Miami MIA 9:04pm (local time) - Washington DCA 11:38pm (local time) Confirmation number: (b)(6)
9:04 PM - 11:38 PM	Flight to Washington (AA 2648) -- Miami MIA American flight 2648 Miami MIA 9:09pm (local time) - Washington DCA 11:47pm (local time) Confirmation number: (b)(5)

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)
10:30 AM - 11:00 AM	Check-in with Mark & Alex -- John's office
11:00 AM - 12:00 PM	Comms weekly look ahead -- John's office
12:00 PM - 12:30 PM	Exec time
12:30 PM - 1:00 PM	Courtesy meeting with David Gosney Acting MD in El Salvador -- John's office (5.9-12) Courtesy meet and greet with David Gosney.
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) 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 22, 2019 Continued

Monday

3:00 PM - 3:30 PM	Pre brief for meeting with WHA A/S Breier and INL A/S Madison on Merida Initiative -- AA/LAC Conference Room
4:00 PM - 5:00 PM	Pre-Brief with John Barsa for Venezuela Challenge Partner Event -- US-RRB-ConfRm-7.08.440-USAID Pre-Brief with John Barsa for Wednesday's Venezuela Challenge partner event at the U.S. Chamber of Commerce

July 23, 2019

Tuesday

9:30 AM - 10:00 AM	Travel to WHA --
9:30 AM - 10:00 AM	Weekly Venezuela Touch-Base -- POC: Rhea Kapadia Briefer: No SA: No Staff: LAC, OFDA Conference Call-In: (b)(5) Access Code: (b)(5) Host Password: (b)(5)
10:00 AM - 10:45 AM	WHA Directors Meeting -- State Department Room 6910
10:00 AM - 10:30 AM	Edit Challenge Remarks
10:30 AM - 11:00 AM	A/AID Building Blocks for Swearing In Ceremony
11:00 AM - 11:30 AM	Pre-Brief on Member-Level Congressional Meetings -- John's office Per AA Barsa's request, adding Rosalie for Haiti discussion/briefing purposes.
11:30 AM - 12:30 PM	EXEC TIME
12:30 PM - 1:00 PM	Travel to State
1:00 PM - 1:30 PM	DCCP launch in WHA -- Main State: suite 4634
1:30 PM - 2:00 PM	Return to RRB
2:00 PM - 2:30 PM	Exec time
2:30 PM - 2:45 PM	Explain CDCS USAID/Mexico Position to John
3:00 PM - 3:30 PM	Courtesy meeting with Clinton White (incoming ESC Mission Rep) -- John's office (5.9-12)

July 23, 2019 Continued

Tuesday

3:30 PM - 4:00 PM Courtesy meeting with Craig Wolfe (Acting GC) -- John's office (5.9-12)

4:00 PM - 4:30 PM Travel to State

4:30 PM - 5:30 PM Merida Initiative Planning w/A/S Breier, A/S Madison and AA Barsa -- HST 6910/6913
POC :

Carol Cummings
Bureau of International Narcotics and Law Enforcement Affairs (INL)
U.S. Department of State
(202) 647-8464
Universal Strategies Group, Inc.

July 24, 2019

Wednesday

8:30 AM - 9:30 AM Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

9:30 AM - 10:00 AM Touch base on OE travel -- John's office; (b)(5)

10:00 AM - 10:30 AM Meeting with Elisa Zogbi (incoming VZ coordinator) -- John's office (5.9-12)

10:30 AM - 11:30 AM Exec time

11:30 AM - 12:00 PM Pre brief for AA Barsa meeting with John Rader (White House) -- John's office
The Honorable John Rader, Deputy Assistant to the President and Advisor for Policy and Strategy

12:00 PM - 12:10 PM RSD-PAHO event walkthrough

12:30 PM - 1:00 PM Weekly Signals Check -- A/AID Suite
Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you

July 24, 2019 Continued

Wednesday

cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

12:45 PM - 1:15 PM

Travel to Hill

1:30 PM - 2:00 PM

Meeting with Rep. Andy Levin (D-MI)

2:00 PM - 2:30 PM

Travel to U.S. Chamber of Commerce

2:30 PM - 5:00 PM

Participation in Chamber of Commerce Partner Event for Challenge -- U.S. Chamber of Commerce, 1615 H St NW, Washington, DC 20062, USA

3:30 PM - 4:00 PM

LAC Comms Update -- John's Office

Meeting to Discuss/Provide Updates on:

- USAID Caribbean Communications Campaign & next steps
- Colombia/Ecuador Trip Updates
- Additional items for clearance

4:00 PM - 5:00 PM

HOLD: Venezuela Press Q&A -- LAC FO

In case this is approved, putting time on our calendars to review messaging with John.

July 25, 2019

Thursday

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:00 AM - 10:00 AM

Meeting with John Rader -- AA/LAC Conference Room

9:00 AM - 10:00 AM

Transformation Advisory Council -- Mandela Room (Lab)

This is an invitation for the recurring Transformation Advisory Council meeting.

Please join in person if possible. If you need to join by phone, conference line details are included below.

Conf. Call In (b)(5)

Participants Code: (b)(5)

Host Code: (b)(5)

iphone shortcut: (b)(5)

July 25, 2019 Continued

Thursday

11:30 AM - 3:00 PM	Exec time
12:30 PM - 2:00 PM	Ecuador reception with Under Secretary David Hale -- 2320 Bancroft PI NW, Washington, DC 20008, USA
3:00 PM - 3:30 PM	Touch base with FO Support team -- John's office
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>
4:00 PM - 4:30 PM	Courtesy call with CCC candidate -- John's office (b)(5)
4:30 PM - 5:00 PM	Travel to Hill
5:00 PM - 5:30 PM	AA/LAC Barsa Meeting with Rep. Maxine Waters
6:30 PM - 8:30 PM	198th Anniversary of the Independence of Peru Celebration -- National Museum of the American Indian, Independence Ave SW, Washington, DC 20560, USA

July 26, 2019

Friday

9:30 AM - 10:00 AM	Senior Staff Meeting -- FO Conference Room At John's request, I'm sending an invite for a Senior Staff meeting Friday morning.
10:30 AM - 11:30 AM	Social media communications -- AA/LAC Conference Room
12:00 PM - 1:00 PM	Exec time
1:00 PM - 2:00 PM	PCC on Venezuela
2:00 PM - 3:00 PM	Meeting with Jason Poblete (Global Liberty Alliance, Cuba) -- AA/LAC Conference Room
3:00 PM - 3:30 PM	Meeting with Ann C. Barr (OIG) & AA/LAC John Barsa -- Inspector General's Office (6.06D)

July 26, 2019 Continued

Friday

3:30 PM - 4:00 PM John / Roberto on Personnel Matters

4:30 PM - 5:00 PM Send out SIC invites from John's email

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)**

11:00 AM - 11:30 AM **Comms weekly look ahead -- John's office**

11:30 AM - 12:00 PM **USAID/Colombia Long Term TDY Request**

12:00 PM - 1:00 PM **Hold: Pre-Brief SFRC Briefing Request on Colombia CN**

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)**
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 - 3:15 PM **Courtesy Call with John McIntyre, DCM Jamaica -- Dial-In: 202-712-4800 (LAC/FO Main Line)**
PoC: Molly Fellenbaum, LAC/CAR

Mr. McIntyre will call in to the LAC/FO. A FO support staff person will route Mr. McIntyre to Mr. Barsa's main line.

3:30 PM - 4:00 PM **Exec time**

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

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

(b)(5) (United States) (b)(5) (Alternate number)
(b)(6) Meeting ID (b)(6) SCHEDULE - 2019

January 1 No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5 Global Call
February 12 Regional Call (ME)
February 26 Global Call
March 12 Regional Call (OAPA)
March 26 Global Call
April 9 Regional Call (Africa)
April 23 Global Call
May 7 Regional Call (Asia)
May 21 Global Call
June 4 Regional Call (E&E)
June 18 Global Call
July 2 Regional Call (LAC)
July 16 Global Call
July 30 Regional Call (ME)
August 13 Global Call
August 27 Regional Call (OAPA)
September 10 Global Call
September 24 Regional Call (Africa)
October 8 Global Call
October 22 Regional Call (Asia)
November 5 Global Call
November 19 Regional Call (E&E)
December 3 Global Call
December 17 Regional Call (LAC)
December 31 No call - New Year's Eve

DETAILED DIAL IN INFO BELOW

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email MDCall@usaid.gov.

Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation.

*****Dial-In Information*****

1) Dial phone number: (b)(5) (United States) (b)(5) (Alternate number)

Additional (b)(5)

Enter

Meeting ID: (b)(6)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

AGENDA

MISSION CALL WITH ADMINISTRATOR

8:15 a.m. - 9:00 a.m. ET

I. Welcome - Chris Milligan, Agency Counselor [2 minutes]

II. USAID Update and Q & A [40 minutes]

III. Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:30 AM - 10:00 AM

Weekly Venezuela Touch-Base --

POC: Rhea Kapadia

Briefer: No

SA: No

Staff: LAC, OFDA

Conference Call-In: (b)(5)

Access Code: (b)(5)

July 31, 2019 Continued

Wednesday

11:30 AM - 12:00 PM **653A and Reprogramming Update -- LAC/AA Conference Room**

1:00 PM - 1:45 PM **Briefing on Ecuador programs**

1:40 PM - 1:45 PM **Meet CoS in his office before CBP Meeting**

2:00 PM - 3:00 PM **Courtesy Meeting w/ Mark Morgan, Acting CBP Commissioner -- CBP**
Awaiting CBP final confirmation of location (LAC proposed CBP),
date/time (CBP proposed)
PoC:
Danyelle McDowell

danyelle.mcdowell@cbp.dhs.gov
(b)(6)

202-344-2716

(numbers listed on Danyelle's email
signature)

2:00 PM - 2:30 PM **Meeting w/ Assistant Administrator John Barsa -- RRB, 4.4A Commissioner's Small Conference Room**
Please do not forward, if you have any questions please let us know.
Danyelle.McDowell@cbp.dhs.gov<mailto:Danyelle.McDowell@cbp.dhs.gov>
and Kevin.S.Wright@cbp.dhs.gov<mailto:Kevin.S.Wright@cbp.dhs.gov>

OC Lead: Jay Visconti
BM: Yes

Topic: The impetus for the meeting is that USAID's programs and
funding have been largely defunded and as a result temporarily halted
until the administration deems that aid to the Northern Triangle is
appropriate and they are looking to revamp their programs as a
result. DHS/CBP believes that by incorporating migration as a metric
of success, the programs would be more viable.

Attendees:
A Commissioner
Assistant Administrator for the Latin American and Caribbean Bureau
John Barsa +2
Bill Steiger, USAID's Chief of Staff
COS Seguin
Jay Visconti
Travis Skinner

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**

4:00 PM - 4:30 PM **Weekly Signals Check -- A/AID Suite**
Hi everyone,

The Administrator would like to talk about the
following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be
covered for 2 minutes total. This does not mean 2 minutes per
person.

There will be no call-in line for this meeting. If you
cannot attend in person, please email <a href="mailto:aaaid-fo-

July 31, 2019 Continued

Wednesday

scheduling@usaid.gov">aaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

August 1, 2019

Thursday

8:30 AM - 9:00 AM	Weekly check-in with Alex Sutton -- John's office (5.9-12)
9:00 AM - 9:45 AM	Meeting with Carlos Ponce (Victims of Communism Memorial Foundation) -- John's office (5.9-12)
10:00 AM - 11:00 AM	Travel to personal event
11:00 AM - 12:00 PM	Personal event
12:00 PM - 1:00 PM	Return from personal event
12:00 PM - 12:30 PM	DFC Senior Leadership Working Group -- Point IV POC: Hallam Overton, Taylor Slate SA: no Briefer: no
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: (b)(6) If interested in bringing a snack or beverage, please sign up using the sheet below. (b)(5)
3:30 PM - 4:00 PM	Chat with Jon Schofield -- John's office (5.9-12)
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

Susanne On Leave

8:30 AM - 9:30 AM

Staff Care Assessment Report Meeting -- LAC Large Conference Room
LAC Conference Line

Dial-In: (b)(5)

Access Code: (b)(5)

9:30 AM - 10:00 AM

LAC ERM Profile Overview -- LAC/SPO Conference Room

All Bureaus are required to submit a Bureau-level Enterprise Risk Management profile. We have drafted the Bureau's ERM profile and already consulted with Steve and Barbara who have requested that we have a brief meeting with John on Friday to review the draft ERM profile.

10:00 AM - 10:30 AM

Courtesy meeting with Stacie Brown (DCHA)/AA Barsa (LAC) -- John's office (5.9-12)
POC:

Stacie L. Brown

Democracy Specialist | Presidential Management Fellow

Elections and Political Transitions Division (EPT)

Center of Excellence on Democracy, Human Rights and Governance (DRG Center)

Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA)

U.S. Agency for International Development

1300 Pennsylvania Ave. NW, Washington, D.C. | 3.10.150

anabrown@usaid.gov | office. 202-712-0527

10:30 AM - 12:30 PM

Mandatory VZ DOAG Meeting w/ CoS Steiger and Amb Vecchio
PoC: Alex Sutton. Official invite pending

12:30 PM - 1:00 PM

Courtesy Meeting w/ Michael Eddy -- AA/LAC Conference Room*

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.

1:30 PM - 2:00 PM

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

2:00 PM - 2:45 PM

Goodbye to the Rauch -- PAUL, 555 13th St NW, Washington, DC 20004, USA

If you have a chance, stop by for a quick espresso and to say goodbye to our colleague, Ned as he leaves USAID and prepares for new TBA role in the federal government.

2:00 PM - 2:15 PM

SOAR Process Overview -- John's office (5.9-12)

2:30 PM - 3:30 PM

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

August 2, 2019 Continued

Friday

3:00 PM - 3:30 PM

***GAO-19-590 U.S. Assistance to Central America -- Front Office Suite**

POC: Rhea Kapadia,

SA: Yes

Briefer: No

Staff: LAC, M

Audit due 8/12

3:30 PM - 4:15 PM

Briefing on Caribbean Energy Resilience Initiative

August 5, 2019

Monday

12:00 AM - 12:00 AM

Alex Sutton on leave

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)

11:00 AM - 11:30 AM

Pre-brief: Paper DC -- Deputy's Office

POC: Taylor Slate Hallam Overton

Briefer: Yes

SA: Yes

11:15 AM - 11:45 AM

Courtesy Meeting w/ LAC Leadership (DR and Haiti Field Staff) -- LAC/AA Conference Room
AA Barsa, maybe for a quick meet and greet.

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)

Access code

2:00 PM - 2:45 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

August 5, 2019 Continued

Monday

3:00 PM - 3:30 PM	Courtesy meeting with Jene Thomas -- John's office (5.9-12)
3:30 PM - 4:00 PM	Swearing in for Jene Thomas (incoming Peru MD) -- LAC FO
4:45 PM - 5:30 PM	Meeting with w/ China DG for LAC Background:&nbsp;
"Our Director General for Latin American and Caribbean Affairs Alexander Yui and TaiwanICDF Secretary General Amb. Timothy T.Y. Hsiang will visit Washington D.C. the week of August 5, May we check if Deputy Assistant Administrator Rico have time to meet on August 5? They are available for a meeting sometime in the afternoon on August 5. If August 5 doesn't work for your side, I can try to find sometime on August 6 and 7. We can come to your office if that works better for DAA. Attachments are their bios. Look forward to hearing from you. Thanks!"
POC:
Mandy Yu-Chen Tsai
Senior Officer, Political Division&nbsp;
Taipei Economic and Cultural Representative Office in the United States
Tel: (b)(6) Fax: 202-966-8639
Email: yctsai01@mofa.gov.tw
DV Guests:

1.Ambassador Alexander Tah-Ray Yui, Director-General, Department of Latin American and Caribbean Affairs, MOFA
2. Ambassador Timothy T. Y. Hsiang, Secretary General, ICDF
3. Mr. Chi-Chung Hsu, Section Chief, Department of Latin American and Caribbean Affairs, MOFA
4. Ms. Yu-Chen Tsai, Senior Officer, Political Division, TECRO
5. Mr. Yu Yao Chun, Officer, Political Division, TECRO

August 6, 2019

Tuesday

All Day	Alex Sutton on leave Please See Above
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
11:00 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) Host code (DC only): (b)(6)
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

August 6, 2019 Continued

Tuesday

August 7, 2019

Wednesday

All Day

Alex Sutton on leave

Please See Above

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes

10:00 AM - 10:30 AM

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

10:30 AM - 11:00 AM

travel to clinic

11:00 AM - 12:00 PM

State Medical Clinic Appointment

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:

August 7, 2019 Continued

Wednesday

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.

12:00 PM - 12:30 PM

travel back from clinic

1:00 PM - 1:30 PM

Update: Bureau ERM Profile -- John's Office (5.9-12)

Hi Susanne,

Does John have about 15 minutes on his calendar tomorrow afternoon or Thursday for Trisha Savage and I to provide him a brief update on the Bureau ERM profile? When we briefed him on Friday, he asked that we gather feedback from the Missions. We've done that and now want to circle back with their comments and update LAC Bureau ERM profile.

Thanks,
Erin

2:00 PM - 3:00 PM

Trip countdown for Ecuador -- AA/LAC Conference Room / (b)(5) **access code:**
(b)(6)

3:00 PM - 5:00 PM

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

3:00 PM - 3:45 PM

5G Briefing -- Point IV Conference Room

POC: Hallam Overton, Taylor Slate

SA: no

Briefer: no

1. Readout on 5G NSC/NEC meeting 8/6 (Doug Britt)
2. Silicon Valley Brief (DA Glick)
3. Budget/Regional Updates eg what has each regional bureau heard about 5G-related funding requests (all)
4. Incorporating 5G/secure networks into programming. Ask: each regional bureau to report back on opportunities
5. Review 5G talking points and request feedback before final clearance

4:00 PM - 4:30 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be

August 7, 2019 Continued

Wednesday

covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

August 8, 2019

Thursday

All Day

Alex Sutton on leave

Please See Above

8:30 AM - 9:00 AM

1:1 David Billings/John Barsa -- John's Office (5.9-12)

9:00 AM - 10:00 AM

Transformation Advisory Council -- Mandela Room (Lab)

(b)(5)

Agenda
This is an invitation for the recurring Transformation Advisory Council meeting.

Please join in person if possible. If you need to join by phone, conference line details are included below.

Conf. Call In (b)(5)
Participants Code: (b)(5)
Host Code: (b)(5)
iphone shortcut: (b)(5)

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 event

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,

August 8, 2019 Continued

Thursday

Camila

11:30 AM - 12:00 PM	SOAR Discussion -- John's Office (5.9-12)
12:30 PM - 1:00 PM	Travel to PCC
2:00 PM - 2:30 PM	Travel to RRB
2:30 PM - 3:00 PM	1:1 weekly standing Eddy Acevedo/John Barsa -- John's office
3:30 PM - 4:30 PM	SLG Positions Meeting -- AA/LAC Conference Room

August 9, 2019

Friday

All Day	Alex Sutton on leave Please See Above
10:30 AM - 11:30 AM	Columbia Programs Briefing -- AA/LAC Conference Room
12:00 PM - 12:30 PM	DFC Senior Leadership Working Group -- Point IV POC: Hallam Overton, Taylor Slate SA: no Briefer: no
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

August 9, 2019 Continued

Friday

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.

6:00 PM - 6:30 PM

Urgent Call on Rescission - TODAY 6 P.M

Hi all,

The line is open. This is the letter to which Bill is referring to in the call. Thanks.

Conference Call-In: (b)(5)

Access Code: (b)(5)

August 10, 2019

Saturday

All Day

Alex Sutton on leave

Please See Above

August 11, 2019

Sunday

All Day

Alex Sutton on leave

Please See Above

12:00 AM - 12:00 AM

Colombia & Ecuador

6:50 AM - 9:32 AM

Flight to Miami (AA 391) -- Washington DCA

American flight 391

Washington DCA 6:50am (local time) - Miami MIA 9:32am (local time)

Confirmation number: (b)(5)

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)(5)

10:55 AM - 2:35 PM

Flight to Bogotá (AA 913) -- Miami MIA

American flight 913

Miami MIA 10:55am (local time) - Bogotá BOG 1:35pm (local time)

Confirmation number: (b)(5)

10:55 AM - 2:35 PM

Flight to Bogotá (AA 913) -- Miami MIA

Avianca flight 913

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

Confirmation number: (b)(5)

August 12, 2019

Monday

All Day

Alex Sutton on leave

Please See Above

All Day

Colombia & Ecuador

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)

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

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)

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 13, 2019

Tuesday

12:00 AM - 12:00 AM

Alex Sutton on leave

Please See Above

All Day

Colombia & Ecuador

Please See Above

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

(b)(5) (United States) (b)(5) (Alternate number)

(b)(6) SCHEDULE - 2019
January
1 No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5 Global Call
February 12 Regional Call (ME)
February 26 Global Call
March
12 Regional Call (OAPA)
March 26 Global Call
April 9 Regional Call (Africa)
April 23 Global Call
May 7 Regional Call (Asia)
May 21 Global Call
June 4 Regional Call (E&E)
June 18 Global Call
July 2 Regional Call (LAC)
July 16 Global Call
July 30 Regional Call (ME)
August 13 Global Call
August 27 Regional Call (OAPA)
September 10 Global Call
September 24 Regional Call

August 13, 2019 Continued

Tuesday

(Africa)
October 8Global Call
October 22Regional Call (Asia)

November 5Global Call
November 19Regional Call
(E&E)
December 3Global Call
December 17Regional Call (LAC)

December 31No call - New Year's Eve

****DETAILED DIAL
IN INFO BELOW****

Phone etiquette: please do NOT put your phone
on hold. Please DO put your phone on mute (use your phone's mute
button). We have many Missions on the call, and this will make it
easier for all to hear.

If you would like to suggest a topic
for discussion, please email <a href="mailto:MDCall@usaid.gov"
target="_blank">MDCall@usaid.gov.

<i>Note: These calls
are geared specifically towards communication with the field and
include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not
share call-in information widely so that we can have a more
productive conversation. </i>

*****Dial-In
Information*****
1) Dial phone number:

(b)(5)
(United States)
(b)(5) (Alternate number)
Additional
(b)(5)

Enter

Meeting ID: (b)(6)

3) Press #

4) You will be
placed directly into the call. Please note: there is no "entrance
music" on this line - you will hear silence until the call starts.
Make sure your phone is on mute (use your phone's mute button) at all
times except when you are asking a question.

* * * * *
* * * * *
AGENDA

MISSION CALL WITH
ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I.Welcome - Chris
Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q
& A [40 minutes]

III.Announcements - Kathryn Stevens,
DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:30 AM - 10:00 AM

Travel to WHA --

9:30 AM - 10:00 AM

Weekly Venezuela Touch-Base --

POC: Rhea Kapadia

Briefer: No

SA: No

Staff: LAC, OFDA

Conference Call-In: (b)(5)

Access Code (b)(5)

Host Passwo

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:45 AM - 11:15 AM

Return to RRB --

12:51 PM - 2:05 PM

Flight to Cúcuta (AV 9454) -- Bogotá BOG

Avianca flight 9454

Bogotá BOG 12:51pm (local time) - Cúcuta CUC 2:05pm (local time)

Confirmation number: (b)(5)

August 13, 2019 Continued

Tuesday

1:51 PM - 3:05 PM

Flight to Cúcuta (AV 9454) -- Bogotá BOG

Avianca flight 9454

Bogotá BOG 12:55pm (local time) - Cúcuta CUC 2:06pm (local time)

Confirmation number: (b)(6)

7:11 PM - 8:28 PM

Flight to Bogotá (AV 9447) -- Cúcuta CUC

Avianca flight 9447

Cúcuta CUC 6:11pm (local time) - Bogotá BOG 7:28pm (local time)

Confirmation number: (b)(6)

7:11 PM - 8:28 PM

Flight to Bogotá (AV 9447) -- Cúcuta CUC

Avianca flight 9447

Cúcuta CUC 6:38pm (local time) - Bogotá BOG 7:47pm (local time)

Confirmation number: (b)(6)

August 14, 2019

Wednesday

All Day

Colombia & Ecuador

Please See Above

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes

10:50 AM - 12:27 PM

Flight to Riohacha (AV 8590) -- Bogotá BOG

Avianca flight 8590

Bogotá BOG 9:49am (local time) - Riohacha RCH 11:03am (local time)

Confirmation number: (b)(6)

4:00 PM - 4:30 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call

August 14, 2019 Continued

Wednesday

202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

5:21 PM - 6:59 PM

Flight to Bogotá (AV 8429) -- Riohacha RCH

Avianca flight 8429

Riohacha RCH 4:39pm (local time) - Bogotá BOG 6:03pm (local time)

Confirmation number: (b)(6)

August 15, 2019

Thursday

All Day

Colombia & Ecuador

Please See Above

6:59 AM - 8:54 AM

Flight to Tumaco (9R 8686) -- Bogotá BOG

Satena flight 8686

Bogotá BOG 5:59am (local time) - Tumaco TCO 7:54am (local time)

Confirmation number: (b)(6)

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:30 AM - 10:00 AM

CBP MOU Discussion

POC: Rhea Kapadia

SA: No

Briefer: No

Staff: LAC, GC

Conference Call-In: (b)(5)

Access Code: (b)(5)

10:50 AM - 12:27 PM

Flight to Riohacha (AV 8590) -- Bogotá BOG

Avianca flight 8590

Bogotá BOG 9:50am (local time) - Riohacha RCH 11:27am (local time)

Confirmation number: (b)(6)

11:30 AM - 12:30 PM

Bureau Allocations Meeting -- Xulhaz Mannan Conference Room (7.06-230)

POC: Rhea Kapadia, Tanner Mastaw

Briefer: No

SA: No

Hi all,

Bill will be hosting a meeting to discuss bureau allocations. Please send ONE representative from each bureau. If you cannot attend, please email rkapadia@usaid.gov or call 202-216-3201 with the name of the substitute. Please let me know if you have any questions.

August 15, 2019 Continued

Thursday

I know it's been a rough week, so we appreciate all the hard work everyone has been putting in! Thank you!!

Best,
Rhea

1:30 PM - 2:00 PM

DFC Senior Leadership Working Group -- Point IV
POC: Hallam Overton, Taylor Slate
SA: no
Briefer: no

2:30 PM - 3:00 PM

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

3:00 PM - 4:00 PM

SLG Large Panel -- 7.06-230 Xulhaz Mannan
POC: Hallam Overton, Taylor Slate
SA: no
Briefer: no

3:00 PM - 3:30 PM

FY2018 OMB reappointments and associated obligation -- Call: (b)(5)
Colleagues,

Please join F, BP, and USAID/BRM for a quick update on FY2018 OMB reappointments and associated obligations.

Thank you,

James L. Richardson
Director
Office of U.S. Foreign Assistance Resources
United States Department of State
2201 C Street, Washington, DC 20520, Room 5923
T: 202.647.2608 | M: (b)(6) | Richardsonjl2@state.gov<mailto:Richardsonjl2@state.gov> | State.gov

5:21 PM - 6:59 PM

Flight to Bogotá (AV 8429) -- Riohacha RCH
Avianca flight 8429
Riohacha RCH 4:21pm (local time) - Bogotá BOG 5:59pm (local time)

Confirmation number: (b)(6)

5:32 PM - 7:21 PM

Flight to Bogotá (AV 4864) -- Tumaco TCO
Avianca flight 4864
Tumaco TCO 4:35pm (local time) - Bogotá BOG 6:33pm (local time)

Confirmation number: (b)(6)

August 16, 2019

Friday

12:00 AM - 12:00 AM

Colombia & Ecuador

Please See Above

7:42 AM - 9:25 AM

Flight to Quito (AV 8371) -- Bogotá BOG

Avianca flight 8371

Bogotá BOG 6:42am (local time) - Quito UIO 8:25am (local time)

Confirmation number: (b)(6)

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)

4:00 PM - 5:00 PM

Reapportionment Update

Hi all,

Bill would like to provide a senior-level update on the reapportionment. Please ensure at least one representative from each bureau is present for the call. Please let me know if you have any questions. Thank you!

Best,
Rhea Kapadia

Conference Call-In: (b)(5)

Access Code: (b)(5)

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 8:29am (local time) - Washington DCA 10:12am (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

12:00 AM - 12:00 AM

Out of office - AL

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)

11:00 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)

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

2:30 PM - 3:30 PM

PAHO Meeting Follow Up Request -- HST Room 6910

Below you will find the call-in information for those who cannot attend.

(b)(5)

Access Code: (b)(5)

August 20, 2019

Tuesday

All Day

Out of office - AL

Please See Above

9:30 AM - 10:00 AM

***Weekly Venezuela Touch-Base --**

POC: Rhea Kapadia
Briefer: Annotated Agenda
SA: Yes
Staff: LAC, OFDA

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 --

August 20, 2019 Continued

Tuesday

3:30 PM - 4:00 PM

Venezuela CN Follow-Up -- Front Office Suite

POC: Rhea Kapadia

SA: No

Briefer: No

Staff: LAC, DCHA, LPA

Conference Call-In: (b)(5)

Access Code: (b)(5)

August 21, 2019

Wednesday

All Day

Out of office - AL

Please See Above

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV, US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes

9:30 AM - 10:30 AM

Clinton White Swearing-In Ceremony -- LAC Front Office

1:00 PM - 2:00 PM

PCC on Venezuela

2:00 PM - 2:45 PM

Meeting with Manuel Orozco (IAD) -- John's office (5.9-12)

4:00 PM - 4:30 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Deputy Administrator would like to talk about the following topics during this weekly meeting.

Venezuela
Northern Iraq
Ebola
Yemen
WGDP

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Deputy Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

August 22, 2019

Thursday

All Day

Out of office - AL

Please See Above

8:30 AM - 9:30 AM

Transformation Advisory Council -- Mandela Room (Lab)

(b)(5)

Agenda
This is an invitation for the recurring Transformation Advisory Council meeting. Please join in person if possible. If you need to join by phone, conference line details are included below. Conf. Call In (b)(5)
Participants Code: (b)(6) Host Code (b)(6)
iphone shortcut: (b)(5)

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

2:30 PM - 3:00 PM

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

August 23, 2019

Friday

12:00 AM - 12:00 AM

Out of office - AL

Please See Above

August 26, 2019

Monday

10:00 AM - 11:00 AM

LAC FO Weekly Huddle/Welcome Back -- AA/LAC Conference Room

11:00 AM - 11:30 AM

Comms weekly look ahead -- John's office

12:00 PM - 12:30 PM

Pre-brief: StaffCare All Hands Discussion -- AA/LAC Conference Room

12:30 PM - 1:00 PM

Meeting with Sarah-Ann Lynch, US Amb to Guyana -- A/AID Suite

POC: Alex Dehelean

Staff: LAC, E3

SA: No

Briefer: Yes

1:30 PM - 3:00 PM

China Briefing -- 6.8 B

POC: Keeandra Hale, Hallam Overton
SA: no
Briefer: no
Due to room capacity, the briefing is for Agency Senior Leadership and AAs only at this time. The briefing is at the TS/SCI level, and participants must have a level 5 badge. Please contact Keeandra Hale at khale@usaid.gov to substitute participants in the event you cannot attend.

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

August 26, 2019 Continued

Monday

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 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)
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 27, 2019

Tuesday

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

+

(b)(5) (United States)
(b)(5) (Alternate number)

Meeting ID (b)(6)

SCHEDULE - 2019
January
1No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5Global Call
February 12Regional Call (ME)
February 26Global Call
March
12Regional Call (OAPA)
March 26Global Call
April 9Regional Call
(Africa)
April 23Global Call
May 7Regional Call (Asia)
May

August 27, 2019 Continued

Tuesday

21Global Call
June 4Regional Call (E&E)June 18Global Call
July 2Regional Call (LAC)July 16Global Call
July 30Regional Call (ME)August 13Global Call
August 27Regional Call (OAPA)September 10Global Call
September 24Regional Call (Africa)October 8Global Call
October 22Regional Call (Asia)
November 5Global Call
November 19Regional Call (E&E)December 3Global Call
December 17Regional Call (LAC)
December 31No call - New Year's Eve

DETAILED DIAL IN INFO BELOW

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email MDCall@usaid.gov.

<i>Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation. </i>

*****Dial-In Information*****
1) Dial phone number:

(b)(5) (United States)
(b)(5) (Alternate number)
Additional (b)(5) Enter
Meeting ID: (b)(5)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

* * * * * * * * * * * * * * * *
AGENDA

MISSION CALL WITH ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I>Welcome - Chris Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q & A [40 minutes]

III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:00 AM - 9:30 AM

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

9:30 AM - 10:00 AM

*Weekly Venezuela Touch-Base --

POC: Rhea Kapadia
Briefer: Annotated Agenda
SA: Yes
Staff: LAC, OFDA

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

10:30 AM - 11:30 AM

(Remarks) GOVERNMENT PARTNERS EVENT FOR THE CHALLENGE ON THE REGIONAL VENEZUELA CRISIS -- Point IV 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

August 27, 2019 Continued

Tuesday

around the world.

11:30 AM - 12:00 PM

CBP Funding Scenarios Discussion

12:30 PM - 1:00 PM

Pre-brief: Meeting with Brian Branch (WOCCU) -- AA/LAC Conference Room

1:00 PM - 1:30 PM

Call with Ambassador Arreaga, Guatemala -- Amb. to dial John

Dear Mario, good morning,

Dick Goughnour passed your contact information to me, to set up a telephone call between Asst. Administrator Barsa and Ambassador Arreaga. The topics are to discuss a host of migration-related topics specific to Guatemala, and to welcome Mr. Barsa to the region.

Would there be availability Friday (tomorrow) at 2:00 p.m. or later, or Monday at 1:00 or 2:30 (all Washington time)? If those are not available, thanks for proposing some options, when you can.

Best,

Sherrill

Sherrill Fortinberry

Office Manager for Ambassador Luis Arreaga

U.S. Embassy Guatemala

Tel: 502-2326-4200 | FortinberrySM@state.gov

1:30 PM - 2:30 PM

ZemiTek Update Discussion -- AA/LAC Conference Room

2:30 PM - 3:00 PM

***GAO (103453): U.S. Assistance to Mexico: State and USAID Allocated Over \$700 Million to Support Criminal Justice, Border Security, and Related Efforts from Fiscal Year 2014 through 2018 -- Front Office Suite**

POC: Rhea Kapadia

SA: Yes

Briefer: No

Staff: LAC, M

Audit due 8/30

3:00 PM - 4:00 PM

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

(b)(5)

August 27, 2019 Continued

Tuesday

4:00 PM - 4:30 PM

Meeting with Amb. Johnson (El Salvador) -- John's Office

4:30 PM - 5:00 PM

Internal LAC PAHO Discussion -- AA/LAC Conference Room

August 28, 2019

Wednesday

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

10:30 AM - 11:00 AM

Travel to State

11:00 AM - 12:00 PM

HOLD: Cuban Doctors Mtg @State -- State Department; HST 6910 Sharon, Alex -

In keeping with the theme of Monday's meeting regarding PAHO, on Wednesday, August 28 we will host a pair of Cuban doctors and their legal representatives at the State Department. We plan to have two meetings:

(1) Principals' briefing - this is planned for 11 a.m. on 8/28. We would like to extend an invitation to John Barsa. Can you help us navigate how we can put this tentatively on his calendar? Other principals from within the State Department (such as DAS Filipetti) will be present.

(2) Working level meeting - this will occur prior to the principals' meeting, and would be an opportunity for others among us who work on this issue to hear from the doctors directly. Can you let us know who from USAID can invite? We don't expect to have a large room, so I'd ask for perhaps 2-3 names at this time.

August 28, 2019 Continued

Wednesday

Thanks,

Jeff

12:00 PM - 12:30 PM

Travel to RRB

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
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.

2:30 PM - 2:45 PM

Meeting with Emily Tyner -- John's Office

3:30 PM - 4:00 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

August 29, 2019

Thursday

All Day

Susanne @ Drs App in the AM

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.

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:30 AM - 10:00 AM

Travel to IDB

10:00 AM - 11:00 AM

(Remarks)PARTNERS SOCIALIZATION WORKSHOP FOR THE CHALLENGE ON THE REGIONAL VENEZUELA CRISIS -- Inter-American Development Bank, 1300 New York Ave NW, Washington, DC 20577, USA
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

August 29, 2019 Continued

Thursday

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.

10:30 AM - 11:00 AM

Travel to RRB

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.

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)

12:30 PM - 1:00 PM

Cuba Response Discussion -- John's Office (or AA/LAC Conference Room)

1:30 PM - 2:30 PM

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

3:00 PM - 3:30 PM

DFC Senior Leadership Working Group -- Point IV
POC: Serena Frechter, Dore Feith
Briefer: no

3:30 PM - 4:00 PM

Zemitek Update -- AA/LAC Conference Room

4:00 PM - 4:30 PM

Mtg with (A) AA for the Lab Alma Golden

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

August 30, 2019 Continued

Friday

hi for as long as you can.

9:00 AM - 9:30 AM

GS Position Desk Audit -- AA/LAC Conference Room

10:00 AM - 11:00 AM

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

11:00 AM - 2:00 PM

Personal

2:00 PM - 3:00 PM

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

(b)(5)

Access Code: (b)(6)

Host Code: (b)(6)

3:00 PM - 4:00 PM

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

4:00 PM - 4:30 PM

Bernardo Rico: Performance Review -- John's Office

September 2, 2019

Monday

All Day

Labor Day

September 3, 2019

Tuesday

9:00 AM - 9:30 AM

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

9:30 AM - 10:30 AM

Update on the Response to Hurricane Dorian -- Point IV Conference

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

12:15 PM - 12:45 PM

*Weekly Venezuela Touch-Base --

POC: Rhea Kapadia
Briefer: Annotated Agenda
SA: Yes
Staff: LAC, OFDA, LPA

September 3, 2019 Continued

Tuesday

1:00 PM - 1:30 PM

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

SPO would like to offer a briefing to John on the proposed inter-agency transfer of \$10M in Development Assistance funds from LAC to the Inter-American Foundation.

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

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

4:30 PM - 5:00 PM

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

September 4, 2019

Wednesday

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID

Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes

10:00 AM - 10:30 AM

John Barsa meeting with Ralph Koehring (Jordan) -- John's Office (5.9-12)
SLG Discussion

11:15 AM - 12:15 PM

PAHO Meeting -- AA/LAC Conference Room

11:30 AM - 12:00 PM

Travel to EEOB

September 4, 2019 Continued

Wednesday

12:00 PM - 1:30 PM

Dorian PCC -- WHSR JFK

1:30 PM - 2:00 PM

Travel to RRB

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)

September 5, 2019

Thursday

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:00 AM - 10:00 AM

Transformation Advisory Council -- Mandela Room (Lab)

(b)(5)

Agenda
This is an invitation for the recurring Transformation Advisory Council meeting. Please join in person if possible. If you need to join by phone, conference line details are included below. Conf. Call In (b)(5)
Participants Code: (b)(6) Host Code: (b)(6) iPhone shortcut:

(b)(5)

(b)(6)

9:30 AM - 10:00 AM

Travel to State

11:00 AM - 11:30 AM

Travel to RRB

Thursday

Lunch with Mick McKeown -- RRB Food Court

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

This is session one of two offered and is intended for 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;

-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.

Ethics filing

BPR-Hiring and Performance Management (FSO and FSL only) -- RRB 6.08-083 call in (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.

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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.

Meeting with Guatemalan President-elect Alejandro Giammattei -- Administrator's Office
POC: Hallam Overton
SA: yes
Briefing: yes

September 5, 2019 Continued

Thursday

3:45 PM - 4:15 PM

Diane Sloan mtg

September 6, 2019

Friday

8:45 AM - 9:00 AM

Chevron Discussion -- Front Office Suite

9:00 AM - 9:30 AM

Call with John Z (call Z) - (b)(6)

9:30 AM - 10:30 AM

Meeting with Chilean Charge -- AA/LAC Conference Room

9:30 AM - 10:00 AM

AAID Trip/Dorian Update -- Front Office Suite

POC: Rhea Kapadia

SA: No

Briefer: No

11:30 AM - 12:00 PM

Travel to OAS

12:00 PM - 12:30 PM

Brazilian National Day Celebration -- Organization of American States: Hall of the Americas; 17th Street and Constitution Avenue, NW

The Permanent Representative of Brazil to the
Organization of American States,
the Consul General of Brazil in Washington and
the Chargé d’Affaires, a.i., of the Embassy of Brazil
request the pleasure of the company of

Mr. John D. Barsa

at a reception to celebrate the Brazilian National Day
on Friday, September 6th, from 12 p.m. to 2 p.m.

RSVP by August 30th:

rsvp.washington@itamaraty.gov.br

Organization of American States:

Hall of the Americas

Civilian: Business Attire

Friday

Military: Service Dress

This invitation is non-transferable

Travel to WH

Hurricane Dorian Bahamas PCC -- EEOB 374

Travel to RRB

Portfolio Discussion -- John's Office

Hurricane Dorian Bahamas LAC Response Working Group -- Conference room 5-9.40

Convening the Administrator's Crisis Action Team - Dorian -- Point IV Conference Room

Dear All,
Given the level of humanitarian devastation in the Bahamas, the White House and Inter Agency interest, DCHA has recommended the Administrator's Crisis Action Team (ACAT) be convened. The purpose of convening this meeting is to ensure USAID agency leadership is informed in order to effectively coordinate, have consistent messaging, informed decision-making, and have strategic alignment of agency priorities. Per the policy, ES sends the meeting invitations, therefore, please join us today at 4pm for the initial ACAT meeting to discuss the Bahamas humanitarian crisis. Linked below is the agenda for today's meeting:

(b)(5)

Information: (b)(5) /br>Background: Hurricane Dorian, the second strongest Atlantic storm on record and the strongest to ever strike the Bahamas, made landfall on the northern Bahamian island of Abaco at midday on September 1, 2019. NOAA's National Hurricane Center reported maximum sustained winds at 185 mph with a possible storm surge of 23 feet above normal tide levels.

UPDATE : Argentina OPIC -- John's Office

NASA Reunion -- 116 Club, 234 3rd St NE, Washington, DC 20002, USA

September 9, 2019

Monday

9:00 AM - 9:30 AM

Standing Desk Installation

10:00 AM - 10:30 AM

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

11:00 AM - 11:30 AM

Citizen Security Briefing -- AA/LAC Conference Room

Sara Lockwood

Fri, Sep 6, 4:51 PM (3 days ago)

to Barbara, Mark, Russell, Stephanie, Molly, Rosalie, Emily, me, Erin

Hi Everyone,

To prepare for his engagement at the IDB citizen security week event on Tuesday, John would like a briefing on our citizen security programs in LAC. Per Susanne, I think you can plan for an informal briefing - so no more than 5 minutes on what the programs actually do and then a Q&A with him. It looks like he has 11-12 open on his calendar on Monday.

I will share the remarks we have drafted with him this evening, so he will have a chance to review over the weekend:

(b)(5)

host

identical to the remarks that Barbara gave at the LA Gangs Conference.

One question for the group - these remarks don't include any successes from the NT. The audience for this is ministers from the region. Should we include NT examples? Even with this group, we still have to consider how best to be consistent with Administration messaging on our work and illegal immigration to the U.S.

I will be on TDY next week, but I'm copying Emily here. I anticipate that John will have edits to the remarks both from his initial read over the weekend and from the discussion you all have.

Thanks much,

Sara Lockwood

12:00 PM - 12:30 PM

Meeting with Alison Treppel: Inter-American Committee against Terrorism (CICTE)

12:30 PM - 1:00 PM

Travel to WH

1:00 PM - 2:00 PM

PCC on Venezuela

2:00 PM - 2:30 PM

Travel to RRB

September 10, 2019

Tuesday

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

(b)(5) (United States) (b)(5) (Alternate number)

Meeting ID: (b)(5)

SCHEDULE - 2019

January 1 No call - New Year's Day

January 10 Global Call (Furlough)

January 24 Global Call (Furlough)

February 5 Global Call

February 12 Regional Call (ME)

February 26 Global Call

March 12 Regional Call (OAPA)

March 26 Global Call

April 9 Regional Call (Africa)

April 23 Global Call

May 7 Regional Call (Asia)

May 21 Global Call

June 4 Regional Call (E&E)

June 18 Global Call

July 2 Regional Call (LAC)

July 16 Global Call

July 30 Regional Call (ME)

August 13 Global Call

August 27 Regional Call (OAPA)

September 10 Global Call

September 24 Regional Call (Africa)

October 8 Global Call

October 22 Regional Call (Asia)

November 5 Global Call

November 19 Regional Call (E&E)

December 3 Global Call

December 17 Regional Call (LAC)

December 31 No call - New Year's Eve

DETAILED DIAL IN INFO BELOW

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email MDCall@usaid.gov.

Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation.

*****Dial-In Information*****

1) Dial phone number: (b)(5) (United States) (b)(5) (Alternate number)

Additional (b)(5)

Enter Meeting ID: (b)(6)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

AGENDA

MISSION CALL WITH ADMINISTRATOR

8:15 a.m. - 9:00 a.m. ET

I. Welcome - Chris Milligan, Agency Counselor [2 minutes]

II. USAID Update and Q&A [40 minutes]

III. Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

8:15 AM - 9:00 AM

Mission Call - GLOBAL (mute your phone) -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

September 10, 2019 Continued

Tuesday

(b)(5) (United States)
(Alternate number)

Meeting ID (b)(6)

SCHEDULE - 2019

January 1 No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5 Global Call
February 12 Regional Call (ME)
February 26 Global Call
March 12 Regional Call (OAPA)
March 26 Global Call
April 9 Regional Call (Africa)
April 23 Global Call
May 7 Regional Call (Asia)
May 21 Global Call
June 4 Regional Call (E&E)
June 18 Global Call
July 2 Regional Call (LAC)
July 16 Global Call
July 30 Regional Call (ME)
August 13 Global Call
August 27 Regional Call (OAPA)
September 10 Global Call
September 24 Regional Call (Africa)
October 8 Global Call
October 22 Regional Call (Asia)
November 5 Global Call
November 19 Regional Call (E&E)
December 3 Global Call
December 17 Regional Call (LAC)
December 31 No call - New Year's Eve

*****DETAILED DIAL IN INFO BELOW*****

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*******Dial-In Information*******

1) Dial phone number:

(b)(5) (United States)
(Alternate number)

September 10, 2019 Continued

Tuesday

Additional Global Numbers: (b)(5)

2) Enter Meeting ID: (b)(6)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

* * * * *

AGENDA

MISSION CALL WITH ADMINISTRATOR

8:15 a.m. - 9:00 a.m. ET

I.Welcome - Chris Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q & A [40 minutes]

III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:30 AM - 10:00 AM

***Weekly Venezuela Touch-Base -- Front Office Suite**

POC: Rhea Kapadia

Briefer: Annotated Agenda

SA: Yes

Staff: LAC, OFDA

11:00 AM - 12:00 PM

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

12:00 PM - 12:30 PM

Travel to IDB

12:30 PM - 1:30 PM

Remarks: IDB Citizen Security Week -- Andrés Bello Auditorium, IDB; 1300 New York Ave NW Washington, DC 20577

Pedrosa, Eliot EPEDROSA@iadb.org

Dear John,

As we discussed informally, I am delighted to invite you to give the closing remarks at the Inter-American Development Bank's (IDB) upcoming ministerial dialogue on citizen security. The closing event is scheduled for 12:45-1:30 pm on September 10, 2019, at IDB headquarters in Washington, D.C.

The ministerial dialogue is part of IDB's Citizen Security Week

September 10, 2019 Continued

Tuesday

(September 9-13), which brings together high-level policy makers and experts in the fields of citizen security and criminal justice from throughout Latin America and the Caribbean. The dialogue currently has 18 confirmed participants from 14 LAC countries, nine of whom are Ministers of Justice, Security, or Interior.

Attached, please find the agenda and lists of confirmed and pending participants. We also invite you to visit the Citizen Security Week

(b)(5)

Best,

Eliot

1:30 PM - 2:00 PM

Travel to RRB

2:00 PM - 3:30 PM

LAC All Hands Meeting -- Point IV; Dial in (b)(5)

Host Code (dialed by DC):

(b)(6)

3:30 PM - 4:30 PM

Meeting with Roberto Zamora (LAFISE) -- LAC Large Conference Room

I would like to request a meeting for AA Barsa to meet with Roberto Zamora for an informal session on the situation on Nicaragua from a sociopolitical perspective as well as from an economic perspective in order to expand for opportunities between the Private Sector and USAID. Mr. Zamora will be in town next Monday and Tuesday September 9th and 10th respectively. One hour will be sufficient. Please let me know the time it best suits John's schedule. We shall include the following individuals in the meeting:

Alex Sutton
Mark Carrato
Eddy Acevedo
Roberto Arellano

Mr. Zamora is the founder and chairman of Miami-based Latin American Financial Services (LAFISE), that has been unique in providing locally run currency exchange and investment-banking services throughout Central America. He also heads Nicaragua's Banco de Credito Centroamericano (Bancentro), which many regard as that nation's most technologically advanced bank. Zamora began his career with Citibank in Nicaragua years ago, amid that nation's civil war. Managing its agribusiness and treasury operations, he became skilled at finding "practical solutions for tough problems." In 1982, he became vice president for Citibank's treasury unit in Venezuela. After Citibak, he established LAFISE with presence in several countries in Latin America.

September 10, 2019 Continued

Tuesday

In the area of corporate social responsibilities he is the founder of Fundacion Zamora Teran which has several connections with USAID in Central America as subs under a basic education Devtech agreement. The bank he represents recently received approval from OPIC on a \$100 Million loan for the Northern Triangle NT countries with the objective to deter migration. The Project is expected to have a highly developmental impact in Latin America and the Caribbean region by supporting credit issued to environmentally sustainable businesses including small firms involved in agriculture, agribusiness, aquaculture, fisheries, forestry, and ecotourism. Environmental investment criteria remain beyond the core business models of the region's banks and other private sector investors despite significant threats to the environment and food production brought about by strong demand for natural resources. The Borrower will finance local institutions that will on-lend to producers that meet the Borrower's sustainability criteria such as maintaining ecolabel certification, promoting ecosystem preservation, or using resource efficient technologies. The Borrower also provides substantial funding for technical assistance to partner institutions and conducts impact analyses and market research to improve outcomes for the Borrower's activities. Environment: The Project has been reviewed against OPIC's categorical prohib

Roberto L Arellano
Director
Bureau for Latin America & the Caribbean
Office of Regional Sustainable Development (RSD)

4:30 PM - 5:30 PM

CMC Priorities Discussion with LAC/AA -- US-RRB-CAL-CMC_Main_Conference_Room_7.06.136-USAID

September 11, 2019

Wednesday

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>

POC: Annie Tulann
SA: Yes
Agenda: Yes

9:30 AM - 10:00 AM

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

September 11, 2019 Continued

Wednesday

10:00 AM - 10:30 AM **ACAT -- Point IV**
POC: Eibhilin Whitemore
SA: Yes
Agenda: Yes

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 - 11:30 AM **Challenge Call with Missions**

12:00 PM - 12:30 PM **HRRB Pre-Brief -- AA/LAC Conference Room**

12:30 PM - 1:00 PM **Weekly Signals Check -- A/AID Suite**
Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

1:00 PM - 1:30 PM **Meeting with Philip DeCosse (Chemonics) -- RRB; John's Office**

1:30 PM - 2:00 PM **Prep Discussion: Meeting with Brian Murphy, DHS**

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.

September 11, 2019 Continued

Wednesday

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,

Carrie

Carrie A. Thompson

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

5:00 PM - 6:00 PM

Rep. Burgess Pre-Brief -- AA/LAC Conference Room

September 12, 2019

Thursday

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:00 AM - 9:30 AM

Travel to Rayburn

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.

September 12, 2019 Continued

Thursday

Janelle

10:00 AM - 10:30 AM

Travel to RRB

2:30 PM - 3:30 PM

Angelique Crumbly Farewell -- Point IV

2:30 PM - 3:00 PM

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

3:30 PM - 4:30 PM

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

(b)(5)

Call (b)(5)

Access code (b)(5)

4:30 PM - 6:30 PM

Leave for BI back to school night

September 13, 2019

Friday

9:30 AM - 9:45 AM

Personnel Discussion

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

Travel to State Department -- Meet Jesse at C St. Entrance

11:00 AM - 11:30 AM

US-Brazil Strategic Partnership Dialogue -- State Department; Room 1107

Pillar 1: Supporting Democratic Governance, Chaired by P

Room 1107

AGENDA ITEMS:

⌚ Regional action on Venezuela, Cuba, and Nicaragua, to include the impact of Venezuelan migration in the region

⌚ Transparency and anti-corruption

⌚ Democracy strengthening and human rights cooperation, to include religious freedom

11:30 AM - 1:30 PM

Invitation: Christopher Landau's Swearing-in Ceremony as U.S. Ambassador to Mexico -- State Department; Benjamin Franklin Room

12:00 PM - 2:00 PM

Independence Celebration of Central America and Belize -- Organization of American States - 200 17th Street Northwest - Washington, DC 20006

(b)(6)

1:00 PM - 1:30 PM

Travel to RRB

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

3:30 PM - 4:00 PM

CONFIRMED: Meeting with Guatemalan AG Maria Consuelo Porras

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.

9:30 AM - 9:45 AM

Travel to Hill

9:45 AM - 10:45 AM

Time on Hill

10:30 AM - 11:00 AM

Travel to RRB

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)

September 16, 2019 Continued

Monday

3:00 PM - 4:00 PM

SFRC Murderboard for John Barsa (Internal USAID) -- AA/LAC Conference Room; Dial in (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 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 17, 2019

Tuesday

All Day

Susanne @Drs Appt in AM

11:30 AM - 12:15 PM

Meeting with Ambassador Michele Sison, Haiti -- AA/LAC Conference Room

12:30 PM - 12:45 PM

Brief Discussion DOAG Signing w/ Alex Sutton -- John's Office 5.9.12

Alex requests 15 minutes to "...discuss a DOAG signing on Friday? (per what Eddy told me) and to also discuss Jimmy Story's rising interest in the DOAG (and USAID activity in general).

1:00 PM - 1:30 PM

Travel to State

1:30 PM - 2:30 PM

CONFIRMED: Murder Board for INL A/S Madison/DAS O'Reilly/AID Assistant Administrator Barsa -- HST 6910

Good morning,

The Bureau of Legislative Affairs (H) would like to invite you to the murder board for INL Assistant Secretary Madison, WHA DAS O'Reilly, and AID Assistant Administrator, John Barsa on Tuesday, September 17 at 1:30 p.m. The murder board is to prepare witnesses for the SFRC Western Hemisphere Subcommittee Colombia hearing on Wednesday, September 18.

Feel free to come prepared with questions.

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 |

September 17, 2019 Continued

Tuesday

GuestJR@state.gov<mailto:GuestJR@state.gov>.

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)

2:30 PM - 3:00 PM

Travel to RRB

5:30 PM - 7:30 PM

Bacardi Havana Club event -- Florida House on Capitol Hill, 1 2nd St NE, Washington, DC 20002, USA

September 18, 2019

Wednesday

All Day

SFRC Hearing

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

9:30 AM - 10:00 AM

***Weekly Venezuela Touch-Base -- Front Office Suite**

POC: Rhea Kapadia
Briefer: Annotated Agenda
SA: Yes
Staff: LAC, OFDA

11:00 AM - 12:00 PM

Final Murder Board for John Barsa -- AA/LAC Conference Room

1:15 PM - 2:00 PM

DC Pre-brief -- 6th Floor SCIF
POC: Serena Frechter, Dore Feith
SA: no
Briefer: yes

2:15 PM - 2:45 PM

Depart for Dirksen -- Will meet in the USAID lobby

3:00 PM - 4:30 PM

SFRC/WHEM Hearing on Colombia (AA/LAC Barsa) -- Dirksen 419

September 18, 2019 Continued

Wednesday

4:30 PM - 5:00 PM

Travel to RRB

6:30 PM - 7:30 PM

Chilean National Day Reception -- 2305 Massachusetts Ave NW, Washington, DC 20008, USA

September 19, 2019

Thursday

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

10:00 AM - 10:30 AM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

11:00 AM - 11:30 AM

Elhadj As Sy, IFRC Secretary General -- A/AID Suite

POC: Elyse
Staff: DCHA, GH, LAC
Special Assistant: yes
Briefer: yes
<u>USAID Delegation</u>

Mark Green, Administrator
Bill Steiger, Chief of Staff
John Barsa, AA/LAC
Amy Tohill-Stull, D-AA/DCHA
Irene Koek, AA/GH

<u>USAID Backbench:</u>

Megan Fotheringham, Public Health Advisor, GH
Tracy O'Heir, DRC/Ebola RMT Response Manager

<u>IFRC Delegation</u>

Elhadj As Sy, Secretary General, IFRC
Koby Langley, Senior Vice President, American Red Cross
Guillermo Garcia, Executive Director International Programmes, American Red Cross
Jason Peat, Executive Senior Officer, IFRC
Sophia Keri, Senior Officer, IFRC

Topics:
Strategic operations that USAID and IFRC engage in together, such DRC EVD responseKey health topics, such as pandemic and epidemic response and preparedness globally, access to health services, water and sanitation Outlook for future continued close cooperation between USAID and IFRC, including in the areas of innovation and supporting local Red Cross Societies` capacity enhancementVenezuela

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>

Thursday

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

1:00 PM - 2:00 PM

UNGA Briefing -- AA/LAC Conference Room

2:00 PM - 3:00 PM

**UNGA Traveling Delegation: Final Countdown for A/AID and DA/AID's Schedule --
US-RRB-ConfRm-7.08.450_460-USAID - Mandela Room, US-RRB-ConfRm-7.08.450_460-USAID,
US-RRB-ConfRm-7.08.450_460-USAID, US-RRB-ConfRm-7.08.450_460-USAID,
US-RRB-ConfRm-7.08.450_460-USAID**

Call in Information:

USA Toll-Free: (b)(5)

USA Caller Paid

Participants Access Code: (b)(5)

2:30 PM - 3:30 PM

Meeting with Governor Beasley, WFP -- A/Suite

POC: Eibhilin Whittemore
Staff: DCHA, AFR, LAC, FFP

Briefer: Yes
SA: Yes<u>
<u>
</u></u>
</u>
Attendees:</u>
David Beasley, WFP Executive Director
James Gresham Barrett, Senior Director, WFP Washington, D.C. Office
Gavin Gramstad, Special Assistant to the Executive Director

<u>Topics:</u>
Sudan
Venezuela
Yemen

2:30 PM - 3:00 PM

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

Thursday

3:30 PM - 4:30 PM

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

4:30 PM - 5:00 PM

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

5:00 PM - 5:30 PM

Eddy and John huddle

Friday

8:15 AM - 8:30 AM

Travel to EEOB

9:00 AM - 9:30 AM

NSC Venezuela Challenge Briefing

9:30 AM - 10:00 AM

Travel to RRB

9:50 AM - 10:00 AM

AA Visit to DORIAN RMT to say thank you, deliver treats -- 9th Floor RRB

10:00 AM - 10:30 AM

Trips:LAC/LPA touchbase re. Venezuela UNGA Bilat -- 6.07 F - Sub Room

10:30 AM - 12:30 PM

Cuba Office Briefing -- AA/LAC Conference Room

12:30 PM - 1:00 PM

FY18 Obligations Call w/ CoS -- Conference Call

POC: Rhea Kapadia

SA: No

Briefer: No

Conference Call-In: (b)(5)

Access Code: (b)(5)

Hi all,

Please join the Chief of Staff for an update on FY18 Obligations. Please ensure at least one senior representative from each bureau is present on the call. Please let Rhea Kapadia know if you have any questions and substitutions. Thanks!

1:00 PM - 2:00 PM

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.

Friday

Join: (b)(5)

(b)(5)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

SPO Office Overview Briefing -- AA/LAC Conference Room

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

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 best of luck in his new endeavor.

Hope to see many of you on Friday!

Best,
Samah

Sunday

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

Train to NYC (AMTRAK (2V) 126) -- Union Station Bus Terminal, 102 H St NE, Washington, DC 20002, USA

Travel to Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea -- Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea, 116 W 28th St, New York, NY 10001, USA

Hotel: Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea -- Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea, 116 W 28th St, New York, NY 10001, USA

September 22, 2019 Continued

Sunday

8:30 PM - 8:45 PM Travel via taxi to Grand Hyatt -- Grand Hyatt New York, 109 E 42nd St, New York, NY 10017, USA

8:45 PM - 9:15 PM Pick up badge form from USAID Control Room (Majestic Room) -- Grand Hyatt New York - Majestic Room

9:15 PM - 9:45 PM Travel to Fairfield Inn & Suites -- Fairfield Inn & Suites by Marriott New York Manhattan/Chelsea, 116 W 28th St, New York, NY 10001, USA

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

12:00 AM - 12:00 AM UNGA

7:00 AM - 7:30 AM Travel via taxi to Grand Hyatt New York -- Grand Hyatt New York, 109 E 42nd St, New York, NY 10017, USA

7:30 AM - 7:45 AM Drop off bags at Grand Hyatt

7:50 AM - 8:00 AM Travel via taxi to UN Badging office -- 320 E 45th St, New York, NY 10017, USA
NOTE: Bring your passport and government ID; there may be lines so plan to have at least an hour at the badging office

9:00 AM - 9:30 AM FY18 Obligations Call w/ CoS -- Conference Call
POC: Rhea Kapadia
SA: No
Briefer: No

Conference Call-In: (b)(5)
Access Code: (b)(5)

Hi all,

Please join the Chief of Staff for an update on FY18 Obligations. Please ensure at least one senior representative from each bureau is present on the call. Please let Rhea Kapadia know if you have any questions and substitutions. Thanks!

September 23, 2019 Continued

Monday

9:00 AM - 9:30 AM Travel to Council of Americas -- 680 Park Ave, New York, NY 10065, USA

10:00 AM - 11:30 AM Private Coffee with high-level delegation from Venezuela's Interim government

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

11:35 AM - 11:55 AM Travel via taxi to Park Hyatt Hotel -- Park Hyatt New York, 153 W 57th St, New York, NY 10019, USA

12:00 PM - 2:00 PM **Priority Venezuela: The Global Reverberations of a Humanitarian Crisis MON, SEP 23, 2019 12:00 PM**
PARK HYATT HOTEL - ONYX ROOM 153 W 57TH ST NEW YORK CITY, NY 10019 Join the Atlantic Council's Adrien -- Park Hyatt - The Onyx Room - 153 W 57th St, New York, NY 10019
Priority Venezuela: The Global Reverberations of a Humanitarian Crisis

- Special Remarks by Colombian Foreign Minister Carlos Holmes Trujillo; Venezuelan Interim Government Special Envoy for Foreign Affairs Julio Borges •

Monday, September 23, 2019

12:00 p.m. - 2:00 p.m. EDT

Location: Park Hyatt - The Onyx Room - 153 W 57th St, New York, NY 10019

[*Register Here*](#)

Space is limited

As world leaders gather in New York, one crisis - Venezuela -- threatens to increasingly spread beyond its borders without renewed international attention. The Western Hemisphere's largest man-made emergency is the result of years of Nicolás Maduro's failed economic policies, cronyism, corruption, and systemic human rights violations. Now is the time to refocus and reaffirm the world's attention to the global implications of Venezuela's humanitarian crisis.

How can the international community step up collective efforts to accelerate a peaceful democratic transition? What additional resources are needed for migrant and refugee receiving countries? What will be the path to reconstruction?

Join the Atlantic Council's Adrienne Arsht Latin America Center on Monday, September 23, 2019, from 12:00 p.m. to 2:00 p.m. (EDT) for a high-level conversation on the Venezuelan humanitarian crisis and how a more robust international response can translate into improved lives for the Venezuelan people and continued regional stability.

Lunch will be served at 12:00 p.m. and the discussion will begin promptly at 12:30 p.m. (EDT)

Registration is Required

Speakers*

September 23, 2019 Continued

Monday

Carlos Holmes Trujillo
Foreign Minister
Colombia

Julio Borges
Presidential Envoy for Foreign Affairs
Interim Government of Venezuela

*Additional speakers to be announced

2:15 PM - 2:45 PM

Travel to the Apella at Alexandria -- 450 E 29th St, New York, NY 10016

3:00 PM - 5:00 PM

Latin American Business Summit On Refugees -- The Apella at Alexandria; 450 E 29th St, New York, NY 10016

September 24, 2019

Tuesday

All Day

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

All Day

UNGA

Please See Above

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5) Meeting ID (b)(5)
The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.
(b)(5) (United States) (b)(5) (Alternate number)
(b)(6)
Meeting ID (b)(6)
SCHEDULE - 2019
January
1 No call - New Year's Day
January 10 Global Call (Furlough)
January 24 Global Call (Furlough)
February 5 Global Call
February 12 Regional Call (ME)
February 26 Global Call
March 12 Regional Call (OAPA)
March 26 Global Call
April 9 Regional Call (Africa)
April 23 Global Call
May 7 Regional Call (Asia)
May 21 Global Call
June 4 Regional Call (E&E)
June 18 Global Call
July 2 Regional Call (LAC)
July 16 Global Call
July 30 Regional Call (ME)
August 13 Global Call
August 27 Regional Call (OAPA)
September 10 Global Call
September 24 Regional Call (Africa)
October 8 Global Call
October 22 Regional Call (Asia)
November 5 Global Call
November 19 Regional Call (E&E)
December 3 Global Call
December 17 Regional Call (LAC)
December 31 No call - New Year's Eve
DETAILED DIAL IN INFO BELOW
Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear. If you would like to suggest a topic for discussion, please email MDCall@usaid.gov. Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not

September 24, 2019 Continued

Tuesday

share call-in information widely so that we can have a more productive conversation. </i>

*****Dial-In Information*****
1) Dial phone number:

(b)(5) (United States)
(b)(5) (Alternate number)

Additional (b)(5) nter Meeting ID:
(b)(5)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

* * * * * * * * * * *

AGENDA

MISSION CALL WITH ADMINISTRATOR
8:15 a.m. - 9:00 a.m. ET

I>Welcome - Chris Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q & A [40 minutes]

III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

11:00 AM - 12:00 PM

FY 20 Budget Hearing Discussion -- LAC FO Conference Room / (b)(5) 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) 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

2:30 PM - 3:30 PM

Concordia Event with A/AID

3:40 PM - 4:10 PM

BILAT: Venezuela Meeting and Announcement -- Grand Hyatt Royale Room

3:40 PM The Administrator concludes pull-aside and proceeds to Venezuela Announcement event.

EVENT
 BILATERAL MEETING AND ANNOUNCEMENT WITH VENEZUELAN REPRESENTATIVES

VENUE:
 Grand Hyatt, Royale Room

FORMAT:
 Meeting followed by Press Spray

INTERPRETERS: No

PRESS: Closed followed by Press Spray

Sequence of Events:

The Administrator proceeds to bilateral meeting with Venzeulan Government representatives. (20 minutes)

The Administrator and meeting participants proceed to press area and make brief remarks. (10 minutes)

ATTENDEES:

USAID

Bill Steiger
Richard Parker
John Barsa
Graham Higgins

September 24, 2019 Continued

Tuesday

Government of Venezuela & &
TBC Representatives
&

September 25, 2019

Wednesday

All Day

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

All Day

UNGA

Please See Above

8:00 AM - 8:20 AM

BILAT: Jonas Loven, Swedish Envoy for Venezuela -- Board Room 1422, Grand Hyatt

7:45 AM & & & The Administrator proceeds to 14th floor.
&
& & & & POC: Ulrika Ajemark Asland;
& 917 434 4013;
ulrika.ajemark.asland@gov.se
&
8:00 AM & & &
The Administrator proceeds to meeting. &
&
MEETING
&& SWEDISH ENVOY FOR VENEZUELA, JONAS LOVEN
&
&
VENUE: & & & & Grand Hyatt,
Board Room 1422

FORMAT: & & & &
Meeting
INTERPRETERS: & & & No
PRESS:
& & & & None

Government of Sweden

Mr Jonas Lovén, Swedish Envoy for Venezuela
Ms.
Annika Söder, Deputy Foreign Minister
Mr Johannes Oljelund,
Director General for International Development Cooperation &
&

USAID &&
Adm. Ziemer
Chris
Maloney
John Barsa
Graham Higgins
ES Analyst &

10:00 AM - 10:30 AM

Hill Engagement VZ challenge -- 5.09.040 (LAC Large Conference Room)
Touch base with LPA LEG and LAC on Hill engagement strategy around VZ
challenge.
Just protecting some time on the calendar in case we need to meet and
confirm

1:30 PM - 2:00 PM

***Weekly Venezuela Touch-Base -- Front Office Suite**

POC: Rhea Kapadia
Briefing: Annotated Agenda
SA: Yes
Staff: LAC, OFDA

Conference Call-In: (b)(5)
Access Code: (b)(5)

1:30 PM - 2:00 PM

Travel to Lotte New York Palace (Spellman Room, 5th Floor) -- Lotte New York Palace, 455 Madison Ave, New York, NY 10022, USA

2:00 PM - 4:00 PM

State-led meeting on Caribbean Resilience -- Lotte New York Palace, 455 Madison Ave, New York, NY 10022, USA (Spellman Room, 5th Floor)
It looks like we will have a seat at the table. We'll be in the
Spellman room at the Palace on the 5th floor starting at 2:00 for a
2:30 start.

September 25, 2019 Continued

Wednesday

5:00 PM - 5:30 PM

FY18 Obligations Call w/ CoS -- Conference Call

POC: Rhea Kapadia

SA: No

Briefer: No

Conference Call-In: (b)(5)

Access Code: (b)(5)

Hi all,

Please join the Chief of Staff for an update on FY18 Obligations. Please ensure at least one senior representative from each bureau is present on the call. Please let Rhea Kapadia know if you have any questions and substitutions. Thanks!

5:00 PM - 5:15 PM

Travel via taxi to St. Peter's Church -- 619 Lexington Ave, New York, NY 10022, USA

5:30 PM - 6:00 PM

Mass for Fernando Alban, assassinated in 2018 by the Maduro regime -- Saint Peter's Church, 619 Lexington Ave, New York, NY 10022, USA

6:00 PM - 8:30 PM

PADF sponsored event at Fordham Institute, Victims of Maduro regime repression including lack of indigenous rights inside Venezuela

Event: PADF sponsored event at Fordham Institute- 5:30 pm

Title: Diaspora and Victims of Human Rights Violations in Venezuela

Topic: Victims of Maduro regime repression including lack of indigenous rights inside Venezuela.

Panelists:

1. Wife of Captainl Acosta- Cap. Acosta was tortured and murdered by military in early 2019.

2. Armando Obdala- Director of Kape Kape- Venezuelan NGO that tracks violations of indigenous human rights violation including the massacre in February 2019 of Pemón population near Venezuelan-Brazilian border.

3. TBD

USG speaker: John Barsa - perhaps opening the panel discussion (tbd).

- Barsa's Message: There are real victims of Maduro's human rights violations. The panelists are the face of these victims. Besides the horrific socio-economic impacts of Maduro's disastrous policies there are individuals directly impact by Maduro's human rights abuses. The excellent panel represents real victims as laid out in the excellent Bachelet report of HR abuses in Venezuela.

Guests: The official 6 person delegation to the UNGA including President Guaido

Invited: Victims of regime's human rights abuses, diaspora, diplomatic representatives, .

September 26, 2019

Thursday

All Day

Stay at Grand Hyatt New York -- Grand Hyatt New York, New York

Please See Above

September 26, 2019 Continued

Thursday

All Day

UNGA

Please See Above

9:30 AM - 9:45 AM

Travel via taxi to Foreign Press Center -- 799 United Nations Plaza, New York, NY 10017, USA

10:00 AM - 12:00 PM

Cuban Doctor's Event -- Foreign Press Center, 799 United Nations Plaza

12:00 PM - 12:20 PM

Travel via taxi to Council of the Americas -- 680 Park Ave, New York, NY 10065, USA

12:30 PM - 2:00 PM

President Lenin Moreno Lunch -- 680 Park Ave, New York, NY 10065, USA

1:30 PM - 2:00 PM

Colombia Trip Meeting -- Front Office Suite

POC: Rhea Kapadia

SA: No

Briefer: No

Conference Call-In: (b)(5)

Access Code: (b)(5)

2:30 PM - 3:00 PM

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

5:00 PM - 5:30 PM

FY18 Obligations Call w/ CoS -- Conference Call

POC: Rhea Kapadia

SA: No

Briefer: No

Conference Call-In: (b)(5)

Access Code: (b)(5)

Hi all,

Please join the Chief of Staff for an update on FY18 Obligations. Please ensure at least one senior representative from each bureau is present on the call. Please let Rhea Kapadia know if you have any questions and substitutions. Thanks!

5:20 PM - 5:40 PM

Travel via taxi to Venezuela Consulate -- Consulate General of Venezuela, 7 E 51st St, New York, NY 10022, USA

6:00 PM - 7:00 PM

Press Conference at Press Center on Venezuelan migrants

Event: Press Conference at Press Center: Time- 6pm at Venezuelan consulate

Topic: Venezuelan migrants.

- The Maduro regime is responsible for the suffering of the Venezuelan people.

- Three videos will be shown/presented- one on plight of the migrants/ one on elections (12 points for a free and fair election)/ one on Plan Pais

Invited: Venezuelan diaspora, DAS Filipetti (no speaking role), USAID invited

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

12:00 AM - 12:00 AM UNGA
Please See Above

6:00 AM - 6:20 AM Taxi to Penn Station -- 2 Pennsylvania Plaza, New York, NY 10121, USA

6:45 AM - 10:10 AM Train to Washington (AMTRAK (2V) 51) -- Pennsylvania Station, New York, NY 10119, USA

10:30 AM - 11:00 AM Asylum Cooperation Agreements

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.

2:30 PM - 3:00 PM LAC Bonus Pool Discussion -- LAC AA Conference Room (b)(5)

4:00 PM - 4:30 PM FY18 Obligations Call w/ CoS -- Conference Call
POC: Rhea Kapadia
SA: No
Briefer: No

Conference Call-In: (b)(5)
Access Code: (b)(5)

Hi all,

Please join the Chief of Staff for an update on FY18 Obligations. Please ensure at least one senior representative from each bureau is present on the call. Please let Rhea Kapadia know if you have any questions and substitutions. Thanks!

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 28, 2019

Saturday

4:30 PM - 5:00 PM FY18 Obligations Call w/ CoS -- Conference Call
POC: Rhea Kapadia
SA: No
Briefer: No

Conference Call-In: (b)(5)
Access Code: (b)(5)

Hi all,

September 28, 2019 Continued

Saturday

Please join the Chief of Staff for an update on FY18 Obligations. Please ensure at least one senior representative from each bureau is present on the call. Please let Rhea Kapadia know if you have any questions and substitutions. We will only hold this call if it is absolutely necessary, and I will provide enough advance notice if it is to be pulled down. Thanks!

September 29, 2019

Sunday

8:00 AM - 9:52 AM

Flight to Atlanta (DL 1139) -- Washington DCA

Delta flight 1139

Washington DCA 8:00am (local time) - Atlanta ATL 9:42am (local time)

Confirmation number: (b)(6)

11:17 AM - 2:29 PM

Flight to Port-au-Prince (DL 685) -- Atlanta ATL

Delta flight 685

Atlanta ATL 11:11am (local time) - Port-au-Prince PAP 2:04pm (local time)

Confirmation number: (b)(6)

September 30, 2019

Monday

8:30 AM - 10:00 AM

Breakfast with the Vice President of Ecuador, His Excellency Otto Sonnenholzner -- Center for Strategic and International Studies, 1616 Rhode Island Ave NW, Washington, DC 20036, USA

Dear Colleague:

I would like to invite you to join a small group of public and private representatives for a breakfast with the Vice President of Ecuador, His Excellency Otto Sonnenholzner (biography attached). The breakfast will take place at CSIS (1616 Rhode Island Avenue, NW) on Monday, September 30 from 8:30-10am.

Individuals being invited include think tank representatives from the Inter-American Dialogue, the Wilson Center, Human Rights Watch, and as well as senior officials from the Pan American Development Foundation (PADF), US State Department, USAID and Chile-AGCID (Agencia Chilena de Cooperación Internacional para el Desarrollo). The breakfast will be a chance to hear from Vice President Sonnenholzner on the latest developments in Ecuador, including active efforts by the government to increase transparency and to address corruption. President Moreno has given the Vice President a lead role in this effort.

The Vice President will be accompanied by Ecuador's recently appointed Trade Minister, Iván Ontaneda Berrú, and Ambassador Francisco Carrion Mena.

The discussion will be both in Spanish and English.

Monday

mmatera@csis.org | www.csis.org

September 30, 2019 Continued

Monday

10:15 AM - 10:45 AM	LAC FO weekly huddle -- John's office (5.9-12)
11:00 AM - 11:30 AM	Travel to Hill
11:30 AM - 12:30 PM	Meeting with SFRC Staff
12:30 PM - 1:00 PM	Travel to RRB
1:00 PM - 1:30 PM	Comms weekly look ahead -- John's office
1:30 PM - 2:00 PM	Haiti Shelter Issues Briefing -- John's Office
2:00 PM - 2:30 PM	Bonus Pool final discussion/approval -- John Barsa's Office Barbara-let me know if you want me to set up a call in number. Thanks. if needed call (b)(5) Access Code: (b)(5)
2:30 PM - 3:00 PM	Indigenous Peoples Adviser Discussion -- John's Office 05.09.12
4:00 PM - 12:00 AM	Bahamas
5:41 PM - 8:32 PM	Flight from DCA to MIA -- American Flight 1803 American Flight 1803 On Time-Confirmation (b)(5) Washington DCA 5:41 PM Terminal B Gate 32 Miami MIA 8:32 PM Terminal C Gate E9
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)(5)
10:47 PM - 11:47 PM	Flight from MIA to NAS -- American Flight 4701 Miami MIA 10:47 PM Terminal N Gate D53

September 30, 2019 Continued

Monday

Nassau NAS
11:47 PM
Terminal US-INTL
Gate B30

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)

11:45 PM - 12:45 AM

Hotel: British Colonial Hilton Nassau -- British Colonial Hilton Nassau, One Bay St, Nassau, The Bahamas
Confirmation #: (b)(6)

October 1, 2019

Tuesday

All Day

Bahamas

12:00 AM - 12:45 AM

Hotel: British Colonial Hilton Nassau -- British Colonial Hilton Nassau, One Bay St, Nassau, The Bahamas
Please See Above

9:30 AM - 10:00 AM

***Weekly Venezuela Touch-Base -- Front Office Suite**

POC: Rhea Kapadia
Briefer: Annotated Agenda
SA: Yes
Staff: LAC, OFDA

7:22 PM - 8:24 PM

Flight to Miami (AA 4560) -- Nassau NAS
American flight 4560
Nassau NAS 7:22pm (local time) - Miami MIA 8:24pm (local time)

Confirmation number: (b)(6)

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 9:34pm (local time) - Washington DCA 12:10am (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 1, 2019 Continued

Tuesday

October 2, 2019

Wednesday

12:00 AM - 12:10 AM

Flight to Washington (AA 2362) -- Miami MIA
Please See Above

12:00 AM - 12:10 AM

Flight to Washington (AA 2362) -- Miami MIA
Please See Above

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

10:00 AM - 11:30 AM

Plenary Session -- 1107- HST Building

The Senior Plenary Session will be held on Wednesday, October 2, from 10:00 to 11:30 AM at Main State (HST Building) in Room 1107.

12:00 PM - 1:00 PM

Lab-LAC Planning Pre-Brief | VZ Challenge Hill Mtg -- 06.10.09

Call-in: (b)(5)

Access: (b)(5)

Host Code: (b)(5)

1:30 PM - 2:00 PM

Ad Hoc De-brief w/ AA Barsa & CAR -- Barsa's Office, 5.9.12

2:00 PM - 3:00 PM

Meeting w/ U.S. Ambassador Fitzpatrick

4:30 PM - 5:00 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting.

Venezuela
Northern Iraq

October 2, 2019 Continued

Wednesday

Ebola
Yemen
WGDP

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aa-id-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

October 3, 2019

Thursday

1:00 PM - 2:00 PM

PCC on Venezuela --

1:00 PM - 1:30 PM

CY2020 LAC VVIP Trip Brainstorm -- Administrator's Suite - 6th Floor
To discuss CY2020 Potential VVIP Trips

1:45 PM - 2:30 PM

LAC Internal Pre-Brief: Bahamas Sub-PCC -- LAC/FO Conference Room, 5.9.10
CAR team, I sent an email entitled "Internal Pre-Brief & Prep Materials for Bahamas Sub-PCC" specifying the purpose behind this meeting.

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)

Thursday

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

IDB Meeting & MOU Signing -- Point IV

<u>USAID:</u>
Mark Green, Administrator
John Barsa, LAC/AA
Eddy Acevedo, LPA/SDAA
Alma Golden, LAB/Executive Director
Alexis Bonnell, LAB/CIO

<u>IDB:</u>
Luis Alberto Moreno, President, the Inter-American Development Bank (IDB)
Bernardo Guillamon, Manager, Outreach and Partnerships
Antoni Estevadeordal, Special Advisor, Migration Initiative
Yves Lesenfants, Private Finance Operations
Miguel Aldaz, Lead Specialist

<u>Backbench:</u>
Sebastián Gonzalez, Personal Assistant to the President / Operations Lead Specialist

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

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

Sincerely,

John and Cameron

Friday

CALL: Front Office Check-In -- See the google hangouts number below,

<u>Attendees</u>:
A/AID
DA/AID
C/AID
CoS
DCoS
ES
Director of Scheduling

Special Assistants to
FO Principals
GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Friday

(b)(5) PIN: (b)(6)

(b)(5) [REDACTED] (b)(5) [REDACTED]

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

Discuss VZ Funding -- LAC Front Office Conference Room (5th floor)

Weekly check-in with Alex Sutton -- John's office (5.9-12)

End of FY Party!
Front Office Area

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

Venezueula Manpower

1:1 with Larry Sacks -- John's Office
Steve, Darren, and Keith to attend the first few minutes.

Flight to Atlanta (DL 684) -- Port-au-Prince PAP
Delta flight 684
Port-au-Prince PAP 2:59pm (local time) - Atlanta ATL 6:09pm (local time)

Confirmation number: (b)(6)

Flight to Washington (DL 2844) -- Atlanta ATL
Delta flight 2844
Atlanta ATL 8:27pm (local time) - Washington DCA 10:25pm (local time)

Confirmation number: (b)(6)

Monday

Stay at Courtyard by Marriott Miami Downtown/Brickell Area -- Courtyard by Marriott Miami Downtown/Brickell Area, Miami
Courtyard by Marriott Miami Downtown/Brickell Area
Miami
+1 305-374-3000

Check-in: Oct 7, 2019 12:00am
Check-out: Oct 8, 2019 12:00am

Monday

8:30 AM - 9:00 AM

CALL: Front Office Check-In -- See the google hangouts number below,
 <u>Attendees</u>:
A/AID
DA/AID
C/AID
CoS
DCoS
ES
Director of Scheduling

Special Assistants to
 FO Principals
GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5)

PTN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

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 - 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

October 7, 2019 Continued

Monday

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)
11:00 AM - 11:30 AM	Comms weekly look ahead -- John's office
11:00 AM - 11:15 AM	AA/LAC's Edits to HFAC Briefing Book -- John's Office
11:30 AM - 12:00 PM	Remarks: Peace in Columbia, Challenges, and Opportunities
12:00 PM - 1:00 PM	Lunch with Panelists
1:00 PM - 1:30 PM	Mtg with Colombian Delegation -- AA/LAC Conference Room (need to verify)
1:30 PM - 2:00 PM	Pre-Brief for DOAG Signing -- A/AID Suite POC: Elyse Staff: LAC, LPA Special Assistant: no Briefer: Run of Show provided by Elyse
1:53 PM - 4:40 PM	Flight to Miami (AA 1174) -- Washington DCA American flight 1174 Washington DCA 1:49pm (local time) - Miami MIA 4:18pm (local time) Confirmation number: (b)(6)
2:00 PM - 3:00 PM	LAC EMT Director Interview w/ John Hytten -- John's Office
2:45 PM - 3:00 PM	Staffing Contract Discussion -- John's Office Barbara Feinstein Fri, Oct 4, 8:59 PM (3 days ago) to me, bfeinstein, bschapiro, cgeorge, jslochnik, solive Jennifer and Ben-- John would like to talk to you about the contract to better understand why we can't include things like event planning. Adding Susanne to try to find time on his calendar Monday for a 10 min discussion. Thanks, Barbara
3:00 PM - 4:30 PM	John Barsa Second Murderboard: HFAC/WHEM Budget Hearing -- AA/LAC Conference Room
4:30 PM - 5:00 PM	Nicaragua Update -- John's Office 5.09.12

October 8, 2019

Tuesday

12:00 AM - 12:00 AM

Stay at Courtyard by Marriott Miami Downtown/Brickell Area -- Courtyard by Marriott Miami Downtown/Brickell Area, Miami

Please See Above

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

Tuesdays 8:15AM - 9:00 AM ET

(b)(5) (United States) (b)(5) (Alternate number)

Meeting ID: (b)(6)

SCHEDULE - 2019

January 1 No call - New Year's Day

January 10 Global Call (Furlough)

January 24 Global Call (Furlough)

February 5 Global Call

February 12 Regional Call (ME)

February 26 Global Call

March 12 Regional Call (OAPA)

March 26 Global Call

April 9 Regional Call (Africa)

April 23 Global Call

May 7 Regional Call (Asia)

May 21 Global Call

June 4 Regional Call (E&E)

June 18 Global Call

July 2 Regional Call (LAC)

July 16 Global Call

July 30 Regional Call (ME)

August 13 Global Call

August 27 Regional Call (OAPA)

September 10 Global Call

September 24 Regional Call (Africa)

October 8 Global Call

October 22 Regional Call (Asia)

November 5 Global Call

November 19 Regional Call (E&E)

December 3 Global Call

December 17 Regional Call (LAC)

December 31 No call - New Year's Eve

DETAILED DIAL IN INFO BELOW

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email MDCall@usaid.gov.

Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation.

*****Dial-In Information*****

1) Dial phone number: (b)(5)

(United States) (b)(5) (Alternate number)

(b)(5) Additional (b)(5)

Enter Meeting ID: (b)(6)

3) Press #

4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.

AGENDA

MISSION CALL WITH ADMINISTRATOR

8:15 a.m. - 9:00 a.m. ET

I. Welcome - Chris Milligan, Agency Counselor [2 minutes]

II. USAID Update and Q & A [40 minutes]

III. Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule

October 8, 2019 Continued

Tuesday

below.

Tuesdays 8:15AM - 9:00 AM ET

+
(b)(5) (United States)
(b)(5) (Alternate number)

Meeting ID (b)(6)

SCHEDULE - 2019
January
1No call - New Year's Day
January 10 Global Call (Furlough)

January 24 Global Call (Furlough)
February 5Global Call

February 12Regional Call (ME)
February 26Global Call
March
12Regional Call (OAPA)
March 26Global Call
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(Africa)
April 23Global Call
May 7Regional Call (Asia)
May
21Global Call
June 4Regional Call (E&E)
June 18Global
Call
July 2Regional Call (LAC)
July 16Global Call
July
30Regional Call (ME)
August 13Global Call
August 27Regional
Call (OAPA)
September 10Global Call
September 24Regional Call
(Africa)
October 8Global Call
October 22Regional Call (Asia)

November 5Global Call
November 19Regional Call
(E&E)
December 3Global Call
December 17Regional Call (LAC)

December 31No call - New Year's Eve

***DETAILED DIAL
IN INFO BELOW***

Phone etiquette: please do NOT put your phone
on hold. Please DO put your phone on mute (use your phone's mute
button). We have many Missions on the call, and this will make it
easier for all to hear.

If you would like to suggest a topic
for discussion, please email MDCall@usaid.gov.

<i>Note: These calls
are geared specifically towards communication with the field and
include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not
share call-in information widely so that we can have a more
productive conversation. </i>

*****Dial-In
Information*****
1) Dial phone number:

(b)(5)
(United States)
(b)(5) (Alternate number)
Additional
(b)(5) Enter
Meeting ID: (b)(6)

3) Press #

4) You will be
placed directly into the call. Please note: there is no "entrance
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Make sure your phone is on mute (use your phone's mute button) at all
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* * * * *
* * * * *
AGENDA

MISSION CALL WITH
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8:15 a.m. - 9:00 a.m. ET

I.Welcome - Chris
Milligan, Agency Counselor [2 minutes]

II.USAID Update and Q
&A [40 minutes]

III.Announcements - Kathryn Stevens,
DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:30 AM - 10:00 AM

Bilat with Ambassador Vecchio, Venezuela -- A/AID Suite

POC: Elyse

Staff: LAC, LPA

Special Assistant: yes

Briefer: yes

Carlos Vecchio, Ambassador of the Bolivarian Republic of Venezuela
Gustavo Marcano, DCM of the Bolivarian Republic of Venezuela
Miguel Sabal, Coordinator of the International Cooperation Group
Brian Fincheltub, Deputy Coordinator of the International Cooperation
Group

October 8, 2019 Continued

Tuesday

10:00 AM - 10:30 AM

Venezuela DOAG Signing Event -- Point IV

Event Manager: Elyse

Participation: 3-5 minutes of remarks before signing DOAG

09:30 AM Bilat between Administrator Green and Ambassador Vecchio in A/AID Suite

09:58 AM Administrator Green and Ambassador Vecchio walk to Point IV

10:00 AM AA Barsa opens session

10:02 AM Administrator Green 3-5 minutes of remarks

10:07 AM Ambassador Vecchio 3-5 minutes of remarks

10:12 AM Administrator Green and Ambassador Vecchio sign DOAG

10:14 AM Video from President Guaido (?)

10:17 AM Special Representative Elliott Abrams (?)

10:22 AM Senator or Representative or Coalition Member (?)

10:28 AM AA Barsa closes session

10:30 AM END of program

11:00 AM - 12:00 PM

LAC EMT Director Interview w/ Angela Muenzer -- John Barsa's Office

Follow up interview with Angela Muenzer.

12:00 PM - 12:30 PM

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

Dial: (b)(5) Access Code: (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 - 3:30 PM

U.S.-Colombia High Level Dialogue Discussion -- John's Office

3:30 PM - 4:30 PM

LAC EMT Director Interview w/ Georgette Giles -- John Barsa's Office

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.

October 8, 2019 Continued

Tuesday

October 9, 2019

Wednesday

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID
Dear colleagues,

Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator.

Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted.

Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.

If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.

Thank you,
Office of the Administrator

<u>ES</u>
POC: Annie Tulann
SA: Yes
Agenda: Yes

10:30 AM - 11:00 AM

Travel to State Department

10:30 AM - 10:45 AM

Pop In to Alex Sutton/Deputado Paparoni Meeting
Alex will give you more info about this.

11:00 AM - 12:00 PM

U.S.-Colombia High Level Dialogue (HLD) Strategic Security Cooperation – Session 2, Peace Accord Implementation and Internal Security -- State Department; Marshall Center, Room 1482
Strategic Security Cooperation – Session 2,
Peace Accord Implementation and Internal Security
Department of State – WHA A A/S Kozak, Amb. Goldberg, PM DAS Starr, INL (Participant TBC)
NSC – APDNSA Pottinger, Sr. Director Claver-Carone
DOD – DASD de la Peña
USAID – DAA Rico
Colombia – FM Trujillo, VMOD Diana Abaunza, Emilio Archila, Miguel Ceballos, Rafael Guarín, Amb. Santos, others TBC

12:00 PM - 12:30 PM

Travel to RRB

1:30 PM - 2:30 PM

PPL-Regional Bureau Monthly Leadership Meeting -- 7.08.450--Mandela Room
Monthly regional bureau meeting with an AA, SDAA, or DAA representation from: Africa, Asia, E&F, IAC, ME, and OAPA.
<a (b)(5)

Code: (b)(6)

2:00 PM - 2:30 PM

Call w/ John Z -- TBD

October 9, 2019 Continued

Wednesday

2:30 PM - 3:30 PM

Meeting with AMB Jean Manes -- AA/LAC Conference Room

4:30 PM - 5:00 PM

Weekly Signals Check -- A/AID Suite

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela
REM
Ebola
Yemen
WGDP
DFC

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email aaaid-fo-scheduling@usaid.gov or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

5:00 PM - 5:30 PM

Meeting with Administrator Green

October 10, 2019

Thursday

All Day

Susanne Teleworking

8:00 AM - 9:00 AM

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)(6)Voice only call in: (b)(5) code (b)(6)
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

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

Friday

2:00 PM - 5:00 PM

HOLD: Telework

2:00 PM - 3:00 PM

Objectives are to solidify champions for workstreams, finalize next steps on Bureau retreat, and establish operating procedures for workstreams.

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: [\(b\)\(5\)](https://(b)(5))

(b)(5)

PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

Monday

All Day

Columbus Day

8:30 AM - 9:00 AM

<u>Attendees</u>:
A/AID
DA/AID
C/AID
CoS
DCoS
ES
Director of Scheduling

Special Assistants to
FO Principals
GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: <https://www.usdoj.gov/foia/https://www.usdoj.gov/foia/> (b)(5)

(b)(5)

PIN: (b)(6)

View more phone numbers:(b)(5)

(b)(5)

~~~~~

11:00 AM - 11:30 AM

## Comms weekly look ahead -- John's office

## Tuesday

6:59 AM - 9:01 AM

## Delta flight 1044

Washington DCA 6:57am (local time) - Atlanta ATL 9:04am (local time)

Confirmation number: (b)(6)



**October 15, 2019 Continued**

Tuesday

8:30 AM - 8:50 AM

**Central American FA Update -- Teleconference**

Meeting: Central American Foreign Assistance Update

Purpose: Director Richardson would like to have a brief touchbase.

Meeting Type: Conference Call.

Details: Dial (b)(5) Access Code: (b)(5)

9:00 AM - 10:00 AM

**Remarks: AmericasBarometer Event -- The Wilson Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA**

On Fri, Aug 2, 2019 at 4:13 PM Stephanie Molina <smolina@usaid.gov> wrote:

Greetings, our longtime partner Vanderbilt University will be coming up to DC to present the latest AmericasBarometer survey results. The Wilson Center has agreed to host a public event.

- 1) Please confirm that since our last communication on this issue, that AA Barsa has no current plans to be on travel on 10/15
- 2) Please confirm the process for determining if he would like to open the event with some remarks (copying Sara Lockwood for her thoughts as well).

Thanks!

Stephanie

\*\*\*\*\*

Stephanie Molina

Democracy Specialist for Latin America and the Caribbean

USAID Bureau for Latin America and the Caribbean, Democracy and Human Rights Team

Tel: 202-712-5346

Cell: (b)(6)

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

From: Zechmeister, Elizabeth J. <liz.zechmeister@vanderbilt.edu>

Date: Fri, Aug 2, 2019 at 2:24 PM

Subject: Oct 15 AmericasBarometer event

To: Stephanie Molina <smolina@usaid.gov>

Cc: Lupu, Noam <noam.lupu@vanderbilt.edu>

Hi Stephanie,

The Wilson Center has scheduled the AmericasBarometer event for Tuesday, October 15, 9-11am.

The event will mark the release of the 2018/19 AmericasBarometer

**October 15, 2019 Continued**

Tuesday

datasets and a topline regional report. The report will address support for democracy and political institutions in the region, social media, and a few other topics still in development. Noam and I will tag-team a presentation, and we are working with Cindy Arnson (Wilson Center) to line-up discussants to place the content into a broader dialogue on democracy in the Americas.

In our phone call this morning with Cindy, we discussed how it would be wonderful if someone from USAID could give some opening comments about the value of the AmericasBarometer to USAID and others working and collaborating in the region. To speak for the Wilson Center, I'm sure they would be particularly excited if the Administrator or Assistant Administrator would be willing to give this type of opening set of remarks. We defer to you, though, on whether that type of request is something that you'd want to follow-up on.

Let us know what you think about all of the above, including the day and time (hopefully that day/time works, but let us know if something has come up; otherwise we'll lock this in).

Kind regards,  
Liz

\*\*\*\*\*

Elizabeth J. Zechmeister, Ph.D.  
Cornelius Vanderbilt Professor of Political Science  
Director, Latin American Public Opinion Project (LAPOP)  
Vanderbilt University

**10:00 AM - 10:45 AM**

**Venezuela Challenge Risk Management Meeting -- AA/LAC Conference Room**

David Bendana

Thu, Oct 10, 12:45 PM (1 day ago)  
to me, Alexander, Dara, Elizabeth, Erin

Susanne,

Dara and I want to schedule a meeting with Barsa on Tuesday (Oct. 15) to talk about the risk assessment process for the Venezuela Challenge. We want to give Barsa an opportunity to give us their thought on the risk assessment process we are coming up for the challenge. I apologize for the short fuse but let me know asap whether Tuesday from 11-12pm would work for AA Barsa?

Alex - can you let me know if this works for you too?

Erin - Could you also join us for this meeting? We would like to get SPO input/thoughts as well.

Thanks!  
David Bendana

**10:01 AM - 1:25 PM**

**Flight to Santo Domingo (DL 686) -- Atlanta ATL**

Delta flight 686

Atlanta ATL 10:05am (local time) - Santo Domingo SDQ 1:01pm (local time)

## October 15, 2019 Continued

Tuesday

1:45 PM - 2:00 PM

Travel to RRB

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

4:00 PM - 4:30 PM

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

(b)(5)

4:30 PM - 5:00 PM

Join Alex for meeting with Miguel Pizarro -- Alex's Office

Alex's meeting starts at 430pm, you can come by when you get back from State.

## October 16, 2019

Wednesday

8:15 AM - 10:30 AM

CSIS - Closed Door Breakfast/Discussion -- 1616 Rhode Island Ave NW, Washington, DC 20036, USA  
John,

Sergio will give you for info about this breakfast/session. You may have a speaking role.

Thanks!

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID\_Front\_Office\_Leadership-USAID

Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes

8:30 AM - 9:00 AM

Central America FA Update

Meeting: Central American Foreign Assistance Update

Purpose: Director Richardson would like to have a brief touch-base.

Meeting Type: Conference Call.

Details: Dial (b)(5) Access Code: (b)(5)

## Wednesday

### Travel to Hill

## Meeting with Chairman Sires

### Meeting with Rep Torres (D-CA)

### Travel to RRB

### Weekly Signals Check -- A/AID Suite

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting.<br><br>Venezuela<br>Northern Iraq<br>Syria<br>Ebola<br>Yemen<br>WGDP<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaiddfo-scheduling@usaid.gov">aaiddfo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

Central America Funding Call -- AA/LAC FO Conference Room; Dial-In: (b)(5) Access Code: (b)(5)

**Sammies Awards Reception and Dinner -- Andrew W Mellon Auditorium, 1301 Constitution Ave NW, Washington, DC 20240, USA**

- Location: Andrew W. Mellon Auditorium 1301 Constitution Avenue, NW Washington, DC Date/Time: Wednesday, October 16, 2019
- Reception: 5:30 to 6:30 p.m.
- Dinner & Program: 6:30 to 9:15 p.m.
- Metro/Taxi: Please consider taking Metro or a taxi to Mellon Auditorium. The auditorium is a short walk from the Federal Triangle Station on the Blue/Orange line. When you exit the station, walk one block south to Constitution Avenue and turn right. The auditorium is directly across from the American History Museum.
- Parking: Complimentary valet parking will be available at the front of Mellon Auditorium on Constitution Avenue starting at 5:00pm.

## Thursday

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

**Weekly check-in with Alex Sutton -- John's office (5.9-12)**

**VZ Challenge Launch Briefing/Walkthrough -- AA/LAC Conference Room**

## Thursday

Please note that this meeting will be held at the TS//SCI level; all participants must have the appropriate level of clearance in order to attend. Each agency will be limited to no more than one participant, unless otherwise noted below:

### Quick Discussion -- John's Office

## Northern Triangle Updates

**Cuba PCC Debrief -- John Barsa's Office. 5.9.12**

**Press Murderboard for El Nuevo Interview -- AA/LAC Conference Room**

**Interview with El Nuevo -- AA/LAC Conference Room**

Call: (b)(5)

Friday

**CALL: Front Office Check-In -- See the google hangouts number below,**  
 <b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
 FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: <https://meet.google.com/afs-onim-tma>

(b)(5)

PIN: (b)(6)

View more phone numbers: <https://tel.meet/afs-onim-tma?pin=7148042664006&hs=7>

[illegible]

### Travel to Hill

## Venezuela Hill Briefing w/ HFAC

### Travel to RRB

### Finalize Challenge Process Documents -- LAC Large Conference Room



## October 18, 2019 Continued

Friday

12:30 PM - 1:00 PM

Central America social media -- LAC/SPO Conference Room 5.09.09 ; (b)(5)  
Code: (b)(6)

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 19, 2019

Saturday

12:52 PM - 2:08 PM

Flight to Washington (DL 5398) -- New York JFK  
Delta flight 5398  
New York JFK 12:52pm (local time) - Washington DCA 2:08pm (local time)

Confirmation number: (b)(6)

## 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

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

## October 21, 2019

Monday

12:00 AM - 12:00 AM

VZ Challenge Launch -- Miami, FL, USA  
Please See Above

8:30 AM - 9:00 AM

CALL: Front Office Check-In -- See the google hangouts number below,  
<b><u>Attendees</u></b>: <br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

## Monday

## Monday

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

[illegible]

### Flight to DCA -- American Airlines 1985

Tuesday

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

**Tuesdays 8:15AM - 9:00 AM ET**

(b)(5) (United States) (b)(5) (Alternate number)

Meeting ID (b)(6)

**SCHEDULE - 2019**

January 1 No call - New Year's Day

January 10 Global Call (Furlough)

January 24 Global Call (Furlough)

February 5 Global Call

February 12 Regional Call (ME)

February 26 Global Call

March 12 Regional Call (OAPA)

March 26 Global Call

April 9 Regional Call (Africa)

April 23 Global Call

May 7 Regional Call (Asia)

May 21 Global Call

June 4 Regional Call (E&E)

June 18 Global Call

July 2 Regional Call (LAC)

July 16 Global Call

July 30 Regional Call (ME)

August 13 Global Call

August 27 Regional Call (OAPA)

September 10 Global Call

September 24 Regional Call (Africa)

October 8 Global Call

October 22 Regional Call (Asia)

November 5 Global Call

November 19 Regional Call (E&E)

December 3 Global Call

December 17 Regional Call (LAC)

December 31 No call - New Year's Eve

\*\*\*DETAILED DIAL IN INFO BELOW\*\*\*

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email [a href="mailto:MDCall@usaid.gov"](mailto:MDCall@usaid.gov)

October 22, 2019 Continued

Tuesday

target="\_blank">MDCall@usaid.gov</a>. <br><br><i>Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation. </i><br><br>\*\*\*\*\*Dial-In Information\*\*\*\*\*<br>1) Dial phone number:<br><br>(b)(5) (United States)<br>(b)(5) Alternate number)<br>Additional (b)(5) Enter  
Meeting ID: (b)(6) <br><br>3) Press #<br><br>4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.<br><br>\* \* \* \* \*  
\* \* \* \* \*<br><b>AGENDA</b><br><br>MISSION CALL WITH ADMINISTRATOR<br>8:15 a.m. - 9:00 a.m. ET<br><br>I>Welcome - Chris Milligan, Agency Counselor [2 minutes]<br><br>II.USAID Update and Q & A [40 minutes]<br><br>III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

10:00 AM - 10:45 AM

WHA Directors Meeting -- State Department Room 6910

11:15 AM - 11:45 AM

Travel to Hill

12:00 PM - 1:00 PM

HFAC meeting

Will be Eric Jacobstein from Engel's office, Juan Carlos Monje from Ranking Member McCaul's office, Alex Brockwhel from Rep. Sires' office and a few others.

1:00 PM - 1:30 PM

Ward Brehm Meeting -- A/AID's suite

SA: No<br>Briefer: No<br><br>"was hoping to have a short meeting with Mark to discuss the work we are doing in DRC as well as Central America which may be very helpful for him as he communicates the "new"USAID on the Hill and elsewhere" Mr Brehm wants to meet ahead of his meeting with Senator Coons<br><br><b><u>Attendees</u></b>:<br>Ward Brehm<br>Daniel Wordsworth, CEO, Alight

1:30 PM - 2:00 PM

Travel to State

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

## October 22, 2019 Continued

Tuesday

|                   |                                                                                    |
|-------------------|------------------------------------------------------------------------------------|
| 2:00 PM - 3:00 PM | State Joint Murderboard -- State Department; HST Room 6910                         |
| 3:00 PM - 3:30 PM | Travel to RRB                                                                      |
| 5:00 PM - 5:15 PM | PAHO Pre-Brief -- Front Office Suite<br>POC: Rhea Kapadia<br>SA: No<br>Briefer: No |

## October 23, 2019

Wednesday

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Day             | Budget Hearing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 8:30 AM - 9:30 AM   | <b>Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID, Front Office Leadership-USAID</b><br>Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes |
| 11:30 AM - 12:00 PM | <b>Weekly Signals Check -- A/AID Suite</b><br>Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.                                                                                                                                                                                                   |
| 1:00 PM - 1:30 PM   | Travel to Hill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2:00 PM - 4:00 PM   | HFAC Hearing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |



Friday

**Susanne Teleworking/AL**

CALL: Front Office Check-In -- See the google hangouts number below,  
<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

Please do not edit this section of the description.

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

**LAC Program Officers Day -- LAC Large Conference Room**

**Meet & Greet with FSNs -- LAC Front Office Area**

### Travel to Ambassador Meeting

**Meeting with Ambassador to Columbia -- 1520 20th St NW, Washington, DC 20036, USA**

**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

### Travel to RRB

**Jamaica Trip Countdown w/ John Barsa -- AA/LAC Conference Room; Dial in (b)(5) Access Code:**

(b)(6)

Dial in (b)(5) Access Code: (b)(5)

Monday

## October 28, 2019 Continued

Monday

|                   |                                                                     |
|-------------------|---------------------------------------------------------------------|
| 1:00 PM - 1:45 PM | Travel to RRB                                                       |
| 2:00 PM - 2:30 PM | Meeting with Tina Jackson -- John's Office                          |
| 2:30 PM - 3:00 PM | Finalize AA/DAA OE 2020 Allocated Amounts -- AA/LAC Conference Room |
| 3:00 PM - 3:30 PM | Comms weekly look ahead -- John's office                            |
| 3:30 PM - 3:45 PM | Meeting with Maxine Hillary -- John's Office                        |
| 4:00 PM - 5:00 PM | VZ Challenge: Bogota Discussion -- AA/LAC Conference Room           |
| 4:30 PM - 4:45 PM | *Being rescheduled* Chat with Erin Krasik                           |

## October 29, 2019

Tuesday

|                     |                                                                                                                                                                                                                                                                |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12:00 AM - 12:00 AM | Jamaica Trip                                                                                                                                                                                                                                                   |
| 12:00 AM - 12:00 AM | <p>Stay at AC Hotel by Marriott Kingston, Jamaica -- AC Hotel by Marriott Kingston, Jamaica, Kingston<br/>AC Hotel by Marriott Kingston, Jamaica<br/>Kingston<br/>+1 876-750-3000</p> <p>Check-in: Oct 29, 2019 12:00am<br/>Check-out: Nov 1, 2019 12:00am</p> |
| 1:53 PM - 4:40 PM   | Flight from DCA to MIA -- Flight: 1174                                                                                                                                                                                                                         |
| 1:53 PM - 4:40 PM   | <p>Flight to Miami (AA 1174) -- Washington DCA<br/>American flight 1174<br/>Washington DCA 1:59pm (local time) - Miami MIA 4:37pm (local time)</p> <p>Confirmation number: (b)(6)</p>                                                                          |
| 6:12 PM - 7:57 PM   | Flight from MIA to Kingston (KIN) -- Flight: 1082                                                                                                                                                                                                              |
| 6:12 PM - 7:57 PM   | <p>Flight to Kingston (AA 1082) -- Miami MIA<br/>American flight 1082<br/>Miami MIA 6:17pm (local time) - Kingston KIN 7:09pm (local time)</p> <p>Confirmation number: (b)(6)</p>                                                                              |
| 9:00 PM - 10:00 PM  | Hotel Check-In -- AC Hotel by Marriott Kingston, Jamaica, 38 Lady Musgrave Rd, Kingston, Jamaica                                                                                                                                                               |

**October 30, 2019**

Wednesday

|                     |                                                                                                    |                  |
|---------------------|----------------------------------------------------------------------------------------------------|------------------|
| All Day             | Jamaica Trip                                                                                       | Please See Above |
| All Day             | Stay at AC Hotel by Marriott Kingston, Jamaica -- AC Hotel by Marriott Kingston, Jamaica, Kingston | Please See Above |
| 7:30 AM - 8:30 AM   | Breakfast at the hotel                                                                             |                  |
| 8:30 AM - 9:00 AM   | Depart from Hotel to Embassy -- Met by Jason Fraser                                                |                  |
| 9:00 AM - 10:00 AM  | Meeting with Ambassador Donald Tapia -- U.S. Embassy 142 Old Hope Rd                               |                  |
| 9:30 AM - 10:00 AM  | *Weekly Venezuela Touch-Base -- Front Office Suite                                                 |                  |
|                     | POC: Rhea Kapadia                                                                                  |                  |
|                     | Briefer: Annotated Agenda                                                                          |                  |
|                     | SA: Yes                                                                                            |                  |
|                     | Staff: LAC, OFDA                                                                                   |                  |
| 10:00 AM - 10:30 AM | Depart Embassy for Sabina Park/Comfort medical service area                                        |                  |
| 10:30 AM - 11:30 AM | Tour of Sabina Park/Comfort medical service area                                                   |                  |
| 11:30 AM - 12:00 PM | Depart for USNS Comfort                                                                            |                  |
| 12:00 PM - 12:15 PM | USNS Comfort Delegation Rallies at Victoria Pier                                                   |                  |
| 12:30 PM - 1:00 PM  | Tour of USNS Comfort                                                                               |                  |
| 1:00 PM - 2:00 PM   | Delegation Lunch                                                                                   |                  |
| 2:15 PM - 2:30 PM   | Depart USNS Comfort for Victoria Pier                                                              |                  |
| 2:35 PM - 2:50 PM   | Depart for (LPD) Project/Trench Town Site Visit                                                    |                  |
| 3:00 PM - 4:00 PM   | CBSI: Trench Town Community Based Organization Site Visit                                          |                  |
| 4:10 PM - 5:00 PM   | Depart for Jamaica AIDS Support for Life (JASL) Site Visit                                         |                  |
| 5:00 PM - 6:00 PM   | PEPFAR-JASL Site Visit                                                                             |                  |
| 6:10 PM - 7:00 PM   | Depart from JASL for Dinner                                                                        |                  |
| 7:00 PM - 8:30 PM   | Dinner w/ USAID Senior Staff and Inter-Agency Colleagues                                           |                  |

## October 30, 2019 Continued

Wednesday

8:40 PM - 9:00 PM

Return to Hotel

## October 31, 2019

Thursday

All Day

Jamaica Trip

Please See Above

All Day

Stay at AC Hotel by Marriott Kingston, Jamaica -- AC Hotel by Marriott Kingston, Jamaica, Kingston  
Please See Above

7:30 AM - 8:30 AM

Breakfast at AC Marriott

9:30 AM - 10:00 AM

Depart from Hotel for Private Sector-USAID Energy Roundtable

10:00 AM - 11:00 AM

"Alliance for Energy and Disaster Resilience" Roundtable

11:00 AM - 11:15 AM

Executive Time

11:15 AM - 11:30 AM

Depart Embassy for Development Credit Signing Ceremony

11:30 AM - 12:30 PM

Development Credit Authority Signing Ceremony

12:40 PM - 1:00 PM

Depart DCA for Lunch

1:00 PM - 2:00 PM

Lunch (non-event and no host)

2:00 PM - 2:30 PM

Depart for Ministry of Finance

2:30 PM - 3:30 PM

Disaster Risk Financing (DRF) Memorandum of Understanding Signing

3:40 PM - 4:10 PM

Depart for Mona Transitional Housing Opening

4:15 PM - 5:15 PM

Mona Transitional Housing Site Visit

5:30 PM - 6:00 PM

Depart for Hotel

6:00 PM - 6:30 PM

Executive Time

6:30 PM - 7:00 PM

Depart Hotel for Country Representative's Residence

7:00 PM - 9:00 PM

Reception at the Country Representative's Residence



## Thursday

### Depart for Hotel

Friday

## Jamaica Trip

**Please See Above**

**Stay at AC Hotel by Marriott Kingston, Jamaica -- AC Hotel by Marriott Kingston, Jamaica, Kingston**  
**Please See Above**

**HOLD: Comfort Visit**

### Breakfast at AC Marriott

### Baggage Call and Hotel Checkout

**CALL: Front Office Check-In -- See the google hangouts number below,**  
 <b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
 FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5)

PTN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

### Depart Hotel for U.S. Embassy

## USAID All Hands Meeting

## Depart U.S. Embassy for USNS Comfort Closing Ceremony

## USNS Comfort Closing Ceremony

### Depart for Airport

**Flight from Kingston (KIN) to MIA -- Flight: 1548**

## November 4, 2019 Continued

Monday

Brazil, Chile, Colombia, Ecuador, Canada, the United States and Mexico. In 2017 we presented five papers on the topics of trade, anti-corruption initiatives, anti-narcotics, educational exchanges and extra-Hemispheric actors. You can access the papers and a summary of our previous activities [here](#).

For this year, we've worked on a set of three new topics on the Venezuelan refugee crisis, the Caribbean's extreme vulnerability to climate change and Latin America's role in addressing new global challenges. We would appreciate meeting with you and your staff to brief you personally on our work and the recommendations the group has designed for both U.S. and Latin American stakeholders on these three topics.

We look forward to a potential meeting and please don't hesitate to reach out if you have any further comments or questions about Global Americans or our work.

Have a wonderful week ahead!

--  
---

Victoria Gaytan  
Program Manager - Global Americans, Inc.

3:00 PM - 3:30 PM

2019 Hurricane Dorian ACAT After Action Review Interview w/John Barsa -- AA/LAC Conference Room

3:30 PM - 4:00 PM

Meeting with Wadi Gaitan -- John'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!

## November 5, 2019

Tuesday

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5) Meeting ID (b)(6)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.  
<br><br><b>Tuesdays 8:15AM - 9:00 AM ET </b><br><br>+  
(b)(5) (United States)<br>(b)(6) (Alternate number)  
<br>Meeting ID (b)(6) <br><br><b>SCHEDULE - 2019</b><br>January  
1No call - New Year's Day<br>January 10 Global Call (Furlough)<br>January 24 Global Call (Furlough)<br>February 5Global Call<br>February 12Regional Call (ME)<br>February 26Global Call<br>March  
12Regional Call (OAPA)<br>March 26Global Call<br>April 9Regional Call  
(Africa)<br>April 23Global Call<br>May 7Regional Call (Asia)<br>May  
21Global Call<br>June 4Regional Call (E&E)<br>June 18Global

November 5, 2019 Continued

Tuesday

Call<br>July 2Regional Call (LAC)<br>July 16Global Call<br>July 30Regional Call (ME)<br>August 13Global Call<br>August 27Regional Call (OAPA)<br>September 10Global Call<br>September 24Regional Call (Africa)<br>October 8Global Call<br>October 22Regional Call (Asia)<br><b>November 5Global Call<br></b>November 19Regional Call (E&E)<br>December 3Global Call<br>December 17Regional Call (LAC)<br>December 31No call - New Year&#39;s Eve<br><br>\*\*\*DETAILED DIAL IN INFO BELOW\*\*\*<br><br>Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone&#39;s mute button). We have many Missions on the call, and this will make it easier for all to hear. <br><br>If you would like to suggest a topic for discussion, please email <a href="mailto:MDCall@usaid.gov" target="\_blank">MDCall@usaid.gov</a>. <br><br><i>Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation. </i><br><br>\*\*\*\*\*Dial-In Information\*\*\*\*\*<br>1) Dial phone number:<br><br>(b)(5) (United States)<br>(b)(5) (Alternate number)<br>Additional (b)(5) Enter Meeting ID: (b)(6) <br>3) Press #<br>4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.<br><br>\* \* \* \* \* \* \* \* \* \* <br><b>AGENDA</b><br><br>MISSION CALL WITH ADMINISTRATOR<br>8:15 a.m. - 9:00 a.m. ET<br><br>I>Welcome - Chris Milligan, Agency Counselor [2 minutes]<br><br>II.USAID Update and Q & A [40 minutes]<br><br>III.Announcements - Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

10:00 AM - 10:30 AM

Meeting with Liliana Ayalde -- AA/LAC Conference Room

11:30 AM - 1:00 PM

INVITATION: Vanderbilt LAPOP Deep Dive on Migration w/ USAID & Interagency -- LPA Conference Room, 6.10-102, US Agency for International Development, 1300 Pennsylvania Ave NW Washington, DC 20004

Dear Colleagues:

On behalf of AA/LAC John Barsa, this is to invite you to an inter-agency briefing by Vanderbilt University's Latin America Public Opinion Project (LAPOP), which produces the USAID-funded Americas Barometer. The 2019 study includes information on intentions to migrate among individuals in Honduras, El Salvador and Guatemala, that USAID would like to make available to colleagues in the inter-agency.

We hope you are able to join us for this presentation.

Warm regards,

Barbara

**November 5, 2019 Continued**

Tuesday

1:00 PM - 2:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code (b)(6)  
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

2:00 PM - 4:00 PM

**Jamaica Phase II DVC (Wave 2b) -- LAC Large Conference Room, 5.09-040**

<br><b><u>Dial in</u>:</b><br><br>Bridge Name: USAID Jamaica  
Bridge<br><br>Inside of USAID's Network Voice Only Dialing Process  
into Bridge:<br>Dial: 6-5040<br>Enter Conference Number: (b)(6) #<br>  
Pin: N/A<br><br>Outside of USAID's Network Voice Only Dialing Process  
into Bridge:<br>Dial: (b)(5) <br>Conference  
Number: (b)(6) <br>Pin: N/A<br><br><b><u>Documents</u>:</b><br>1. <a

(b)(5)

(b)(5)

Phase II DVC Agenda</a><br><br>On November 5, 2:00 pm - 4:00 pm EST, the LAC Bureau and USAID/Jamaica 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 already been circulated for review. <br><br>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. <br><br>If you have any questions, please reach out to Clare Sabo, <a href="mailto:csabo@usaid.gov">csabo@usaid.gov</a>.

4:00 PM - 4:30 PM

Meeting with John Polk -- John's Office

Tuesday

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!

## Personal

[illegible]

Wednesday

Dear colleagues,  
Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator. Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted. Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. If you have any questions, please reach out to the Office of the Administrator at 202-712-4040. Thank you,  
Office of the Administrator  
ES  
POC: Annie Tulann  
SA: Yes  
Agenda: Yes

POC: Rhea Kapadia



## November 6, 2019 Continued

Wednesday

SA: Yes  
Briefer: No

1:30 PM - 2:00 PM

### Weekly Signals Check -- A/AID Suite

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

2:15 PM - 2:45 PM

Readout Call with USAID/Guatemala -- LAC Front Office -- Barbara's Office ,  
US-RRB-Teleconference-Meet Me Conf. Call (b)(5)

LAC will open up the Meet Me line a few minutes before the call: <br><br>Meet Me Line: (b)(5) <br><br>Draft Talking Points.<br>&nbsp;<br><a href="#">(b)(5)</a>

## November 7, 2019

Thursday

8:30 AM - 9:00 AM

Weekly check-in with Alex Sutton -- John's office (5.9-12)

9:00 AM - 9:30 AM

Internal Briefing for MPTF Call

9:30 AM - 10:00 AM

Travel to WHA

10:00 AM - 11:00 AM

WHA Directors Meeting

11:00 AM - 11:30 AM

\*Weekly Venezuela Touch-Base -- Front Office Suite

POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

11:00 AM - 11:30 AM

Travel back to RRB

11:30 AM - 12:00 PM

MD Call Pre-Brief

## Thursday

Friday

Friday

Knowing schedules are sometimes complicated, Perhaps Susanne can coordinate. Good luck.

**2:00 PM - 3:00 PM**

**3:00 PM - 3:45 PM**

**6:00 PM - 7:00 PM**

**7:00 PM - 9:00 PM**

Monday

## Veterans Day

**8:30 AM - 9:00 AM**

[illegible]

(b)(5)

PIN: (b)(6)

(b)(5)

[illegible]

**11:00 AM - 11:30 AM**

**2:00 PM - 2:30 PM**

Dial in: (b)(5) Access Code: (b)(6) Host Code: (b)(6)

Tuesday

**9:30 AM - 10:00 AM**

Norman, Qianna C. (M/MS/IRD)

## November 12, 2019 Continued

Tuesday

7:15 PM - 9:15 PM

Annual Leadership for the Americas Awards Gala

## November 13, 2019

Wednesday

8:30 AM - 9:30 AM

**Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID\_Front\_Office\_Leadership-USAID**  
Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).<br><br>These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)</b><br>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.<br><br>Substitutions due to official travel, leave, or other engagements are permitted.<br><br>Agency Special Coordinators may also attend. No other plus ones will be accepted.<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes

10:00 AM - 10:30 AM

**Meeting with Western Hemisphere Drug Policy Commission (WHDP) -- AA/LAC Conference Room**  
<blockquote><br><br>Hi Mr Barsa,<br><br>My name is Edward Gracia, I am the Associate Director at the Western Hemisphere Drug Policy Commission (WHDP), a Congressional advisory body created in 2016 to evaluate US drug policy toward the region.<br><br>The commission plans to travel to Colombia and Mexico early next year, and I'd appreciate a conversation with you about sites and experts we should visit<br><br>while traveling. Are you, by any chance, available this week or next to meet?<br><br>I've attached a fact sheet below explaining our mandate.<br><br>Best wishes,<br>Edward</blockquote>

11:30 AM - 12:00 PM

**Meeting with David Billings (360 survey) -- John's Office**

1:30 PM - 2:00 PM

**Call with Larry Sacks -- Larry to call John** (b)(6)

2:00 PM - 2:30 PM

**Rep. King Pre-brief -- AA/LAC Conference Room; Dial in:** (b)(5) **Access Code:** (b)(6)  
Dial in: (b)(5) Access Code: (b)(6)

4:00 PM - 4:30 PM

**Weekly Signals Check -- A/AID Suite**

POC: Serena Frechter, Dore Feith

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting.

## November 13, 2019 Continued

Wednesday

Venezuela  
Northern Iraq  
Ebola  
Yemen  
WGDP

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email [aaaid-fo-scheduling@usaid.gov](mailto:aaaid-fo-scheduling@usaid.gov) or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

## November 14, 2019

Thursday

|                     |                                                    |
|---------------------|----------------------------------------------------|
| 9:00 AM - 11:00 AM  | Personal                                           |
| 11:30 AM - 12:00 PM | Meet in 14th street lobby (Transit to Hill)        |
| 12:00 PM - 12:30 PM | AA/LAC Meeting with Rep. Steve King on Haiti       |
| 12:30 PM - 1:00 PM  | Travel to RRB                                      |
| 1:30 PM - 2:00 PM   | Updated LAC Read Book                              |
| 2:00 PM - 3:00 PM   | MC2 Workshop Briefing -- AA/LAC Conference Room    |
| 3:00 PM - 3:30 PM   | Meeting with RSD DOD, Ryan Knight -- John's Office |

Good Morning,

Jennifer would like to have the incoming RSD Deputy Office Director meet with John the afternoon of November 14th. Does John have any availability then?

Thanks and if you have any questions please let me know.

All the best,  
Kathryn



Friday

**All Day**

**HOLD: LAC Offsite**

**8:30 AM - 9:00 AM**

CALL: Front Office Check-In -- See the google hangouts number below,  
 <b><u>Attendees</u></b>: <br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>  
 DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
 FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5)

|      |        |
|------|--------|
| PIN: | (b)(6) |
|------|--------|

View more phone numbers: (b)(5)

(b)(5)

- 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32  
 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62

**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 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

+1 305-871-3800

Check-in: Nov 17, 2019 3:00pm

Check-out: Nov 22, 2019 11:00am

**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

+1 305-871-3800

Check-in: Nov 17, 2019 3:00pm

Check-out: Nov 22, 2019 11:00am

**7:00 AM - 9:50 AM**

**Flight to Miami (AA 391) -- Washington DCA**

American flight 391

Washington DCA 7:00am (local time) - Miami MIA 9:50am (local time)

Confirmation number: (b)(6)

Sunday

Monday

## November 19, 2019 Continued

Tuesday

11:00 AM - 12:00 PM Lunch with Todd Sloan, Senior Development Advisor to SOUTHCOM

1:00 PM - 4:00 PM Individual Meetings with MC2s (Part 1)

2:00 PM - 3:00 PM LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)  
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

6:30 PM - 7:30 PM No-Host Social with Civil Affairs and J7/9 -- 1200 Anastasia Ave, Coral Gables, FL 33134, USA

## November 20, 2019

Wednesday

All Day Stay at Sheraton Miami Airport Hotel & Executive Meeting Center -- Sheraton Miami Airport Hotel & Executive Meeting Center, Miami  
Please See Above

All Day Stay at Sheraton Miami Airport Hotel & Executive Meeting Center -- Sheraton Miami Airport Hotel & Executive Meeting Center, Miami  
Please See Above

12:00 AM - 12:00 AM Stay at Residence Inn by Marriott Miami Airport West/Doral -- Residence Inn by Marriott Miami Airport West/Doral, Doral  
Please See Above

12:00 AM - 12:00 AM MC2 Conference -- Doral, FL, USA  
Please See Above

7:30 AM - 8:00 AM Travel to Southcom -- 9301 NW 33rd St, Doral, FL 33172, USA

8:00 AM - 9:00 AM Arrive at U.S. Southern Command (SOUTHCOM) -- 9301 NW 33rd St, Doral, FL 33172, USA  
<b>Use your USAID badge to gain access to the parking lot, then park in DV Space 51. Todd Sloan will meet you at the flagpole, provide you a DV badge, and escort you to the meeting space.</b>

8:30 AM - 9:30 AM Opening of Day Two of MC2 Workshop  
<b><p>LAC/AA's Role: Welcome MC2s and other staff to the MC2 Workshop and highlight your priorities for civil-military cooperation in the LAC region.</p><p>Purpose: Discuss current state of civil-military cooperation in each LAC mission and identify areas for improved cooperation and collaboration.</p></b>

10:00 AM - 11:30 AM Individual Meetings with MC2s (Part 2)

## November 20, 2019 Continued

Wednesday

**11:30 AM - 12:30 PM**                      **Catered Lunch -- SOUTHCOM Cafeteria**

**12:00 PM - 12:30 PM**                      **Central America Discussion -- Conference Call**  
Conference Call-In: (b)(6)  
Access Code: (b)(6)

**12:30 PM - 1:00 PM**                      **Presentation: USAID and Collaboration with Civil Affairs**

**1:00 PM - 4:00 PM**                      **Individual Meetings with MC2s (Part 3)**

**3:00 PM - 3:30 PM**                      **\*Weekly Venezuela Touch-Base -- Front Office Suite**  
  
POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

**3:30 PM - 4:30 PM**                      **FSN Recognition Day Celebration -- Point IV Conference Room, 6th Floor, RRB**  
Please join visiting FSN Fellows, Agency principals, and your other colleagues in celebrating the second annual FSN Recognition Day.<br><br>All are welcome.&nbsp;  <br><br>For more information, please see (b)(5)  
contact Ashleigh Appel at [aappel@usaid.gov](mailto:aappel@usaid.gov).&nbsp;  

**4:30 PM - 5:00 PM**                      **Weekly Signals Check -- A/AID Suite**  
Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

**7:30 PM - 9:30 PM**                      **Miami Heat v. Cleveland Cavaliers Basketball Game -- AmericanAirlines Arena, 601 Biscayne Blvd, Miami, FL 33132, USA**  
<b>Social event with USAID staff and Civil Affairs Officers. Ellee Walker has purchased tickets. (USAID group will depart Marriott Residence Inn Doral hotel at 1830.)</b>

## November 21, 2019

Thursday

**All Day**                                      **Stay at Sheraton Miami Airport Hotel & Executive Meeting Center -- Sheraton Miami Airport Hotel & Executive Meeting Center, Miami**  
  
**Please See Above**

## November 21, 2019 Continued

Thursday

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Day             | Stay at Sheraton Miami Airport Hotel & Executive Meeting Center -- Sheraton Miami Airport Hotel & Executive Meeting Center, Miami<br><br>Please See Above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12:00 AM - 12:00 AM | Miami, FL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8:00 AM - 1:49 PM   | Flight to Miami (AA 1558) -- Lima LIM<br>American flight 1558<br>Lima LIM 8:00am (local time) - Miami MIA 1:49pm (local time)<br><br>Confirmation number: (b)(6)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8:00 AM - 9:00 AM   | Travel to Meeting w/ Orlando Gutierrez                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9:00 AM - 10:00 AM  | Meeting with Orlando Gutierrez, Cuban Democratic Directorate -- DDC Headquarters, 730 NW 107th Ave, Miami, FL 33172, USA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 9:30 AM - 10:00 AM  | Transformation Advisory Council -- Mandela Room (Lab)<br>(b)(5)<br>Agenda<br>This is an invitation for the recurring Transformation Advisory Council meeting.<br>Please join in person if possible. If you need to join by phone, conference line details are included below.<br>Conf. Call In (b)(5)<br>Participants Code: (b)(6)<br>Host Code: (b)(6)<br>iphone shortcut: (b)(5) (b)(6)                                                                                                                                                                                                                                                               |
| 10:30 AM - 11:00 AM | Call w/ Nathalie Rayes -- She will call your cell<br>On Oct 23, 2019, at 2:10 PM, Nathalie Rayes <a href="mailto:nrayes@gruposalinas.com">nrayes@gruposalinas.com</a> wrote:<br>> Dear John,<br>> Hope this email finds you well.<br>> I am on the board of the Wilson Center, and just had a nice conversation with Administrator Green.<br>> He recommended I follow-up with you on an education initiative, Plantel Azteca, that we are expanding in Mexico, and that USAID might be interested in.<br>> Look forward to chatting at your convenience.<br>> Please let me know how you would like to proceed.<br>> All the best,<br>> Nathalie Rayes |
| 12:30 PM - 2:00 PM  | Meeting on Medical Missions Program with OAA and VOC Teo Babun, OAA Carlos Ponce, VOC -- OAA Office 7495 NW 7th Street Suite 1 Miami, FL 33126                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2:30 PM - 3:00 PM   | Travel to Hotel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 3:00 PM - 4:00 PM   | Meeting with Jeff Kline and Gelet Fragela, Canyon Communications (project that supports independent journalists and other media creators) -- Sheraton Miami Airport Hotel & Executive Meeting Center, 3900 NW 21st St, Miami, FL 33142, USA                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3:00 PM - 3:30 PM   | 2019 Hurricane Dorian ACAT After Action Workshop -- Point IV Conference Room<br>Colleagues,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



Friday

**Bolivia Assistance (Plane)** - (b)(5) (c)(6)

Code below - unfortunately we only have the line for 30 min

Access: (b)(6)

### Travel to Airport

Flight to Washington (AA 1985) -- Miami MIA  
American flight 1985  
Miami MIA 6:44pm (local time) - Washington DCA 9:16pm (local time)

Flight to Washington (AA 1985) -- Miami MIA  
American flight 1985  
Miami MIA 6:41pm (local time) - Washington DCA 9:16pm (local time)

Monday

CALL: Front Office Check-In -- See the google hangouts number below,  
<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

John Barsa Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In: (b)(5) Access Code: (b)(6)

Per John and Steve's request, an early Monday update on Bolivia latest news and report out on the partner's meeting.

**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.

## November 25, 2019 Continued

Monday

|                                                                     |  |
|---------------------------------------------------------------------|--|
| Committee (Vice Chairman Leahy)                                     |  |
| Reyn Archer                                                         |  |
| Rep. Jeff Fortenberry                                               |  |
| Samira Damavandi                                                    |  |
| Rep. Barbara Lee                                                    |  |
| Corinne Paul                                                        |  |
| Sen. Benjamin Cardin                                                |  |
| Juan Carlos Monje                                                   |  |
| HFAC (Ranking Member McCaul)                                        |  |
| Erin Kolodjeski                                                     |  |
| House Appropriations Committee (Chairwoman Lowey)                   |  |
| Jean Roseme                                                         |  |
| Rep. Frederica Wilson                                               |  |
| Alex Brockwehl                                                      |  |
| HFAC/WHEM Subcommittee (Chairman Sires)                             |  |
| Ricardo Martinez                                                    |  |
| HFAC/WHEM Subcommittee (Chairman Sires)                             |  |
| Mariana Cruz-Munoz                                                  |  |
| HFAC/WHEM Subcommittee (Chairman Sires)                             |  |
|                                                                     |  |
| The Hon. Mark Green                                                 |  |
| Administrator, U.S. Agency for International Development            |  |
| Eddy Acevedo                                                        |  |
| Bureau for Legislative and Public Affairs                           |  |
| The Hon. John Barsa                                                 |  |
| Assistant Administrator, Bureau for Latin America and the Caribbean |  |
| Eric Kite                                                           |  |
| Bureau for Latin America and the Caribbean                          |  |
| Julie Ciccarone                                                     |  |
| Bureau for Latin America and the Caribbean                          |  |
| Danielle Mutone-Smith                                               |  |
| Office of Food for Peace                                            |  |
| Buddy Stora                                                         |  |
| Office of Foreign Disaster Assistance                               |  |
| Monique Wubbenhorst                                                 |  |
| Bureau for Global Health                                            |  |
| Jeffrey Goldberg                                                    |  |
| Bureau for Economic Growth, Education, and Environment              |  |
| Marian Ostertag                                                     |  |
| Bureau for Food Security                                            |  |

5:15 PM - 6:15 PM

**\*IICA Meeting -- Melrose Georgetown Hotel, 2430 Pennsylvania Ave NW, Washington, DC 20037, USA**  
POC: Rhea Kapadia  
SA: No  
Briefer: Yes  
Staff: LAC, BFS

## November 26, 2019

Tuesday

9:30 AM - 10:00 AM

**\*Weekly Venezuela Touch-Base -- 6th floor SCIF**

POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

We will be using this meeting to pre-brief for the Venezuela DC. It will take place in the SCIF.

10:30 AM - 11:00 AM

**Travel to State**

11:00 AM - 11:45 AM

**Meeting with A/DAS Steinhelfer -- State Department; Room SA-09**

12:00 PM - 12:30 PM

**Travel back to RRB**

## Tuesday

**1:00 PM - 1:30 PM**

**Meeting with Jennifer Arangio -- John's Office 5.09.12**

**2:00 PM - 3:00 PM**

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)  
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

**2:30 PM - 3:00 PM**

### Travel to WH

**3:15 PM - 4:15 PM**

Venezuela DC -- WHSR

**4:15 PM - 4:45 PM**

**CAR: NSC to RRB**

## Wednesday

**8:30 AM - 9:30 AM**

**Senior Management Meeting (SMM) -- Point IV, US-RRB-Cal-A.AID\_Front\_Office\_Leadership-USAID**  
Dear colleagues,  
Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM). These meetings will be chaired by the Administrator. Each Bureau or Independent Office (B/IO) should send one (1) representative to every SMM. Attendees should be AA- or Director-level. Substitutions due to official travel, leave, or other engagements are permitted. Agency Special Coordinators may also attend. No other plus ones will be accepted. Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. If you have any questions, please reach out to the Office of the Administrator at 202-712-4040. Thank you,  
Office of the Administrator  
ES  
POC: Annie Tulann  
SA: Yes  
Agenda: Yes

**9:30 AM - 10:00 AM**

**Weekly check-in with Alex Sutton -- John's office (5.9-12)**

**10:30 AM - 11:00 AM**

### Weekly Signals Check -- A/AID Suite

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaid-fo-scheduling@usaid.gov">aaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start

## Wednesday

11:00 AM - 11:30 AM

11:30 AM - 11:45 AM

**12:00 PM - 1:15 PM**

**1:30 PM - 2:00 PM**

**2:00 PM - 2:30 PM**

**2:30 PM - 3:00 PM**

**November 28, 2019**

Thursday

**All Day**

## Thanksgiving Day

**November 29, 2019**

Friday

**8:30 AM - 9:00 AM**

 $\sim; \sim; \sim; \sim; \sim; \sim; : \sim; \sim; : -$ 

**12:00 PM - 1:00 PM**

**1:00 PM - 1:30 PM**

**2:00 PM - 3:00 PM**

Norman, Qianna C. (M/MS/IRD)

## December 2, 2019 Continued

Monday

4:00 PM - 4:30 PM

Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In: (b)(5) Access Code (b)(6)  
Sub-PCC Scheduled for Tuesday, December 3. This is a catch up meeting for all after the holiday break!

## December 3, 2019

Tuesday

All Day

FACT Training

Please See Above

8:15 AM - 9:00 AM

Mission Call - GLOBAL -- (b)(5) Meeting ID (b)(6)  
The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.  
(b)(5) (United States) (b)(5) (Alternate number)  
(b)(6) Meeting ID (b)(6) SCHEDULE - 2019  
January 1 No call - New Year's Day  
January 10 Global Call (Furlough)  
January 24 Global Call (Furlough)  
February 5 Global Call  
February 12 Regional Call (ME)  
February 26 Global Call  
March 12 Regional Call (OAPA)  
March 26 Global Call  
April 9 Regional Call (Africa)  
April 23 Global Call  
May 7 Regional Call (Asia)  
May 21 Global Call  
June 4 Regional Call (E&E)  
June 18 Global Call  
July 2 Regional Call (LAC)  
July 16 Global Call  
July 30 Regional Call (ME)  
August 13 Global Call  
August 27 Regional Call (OAPA)  
September 10 Global Call  
September 24 Regional Call (Africa)  
October 8 Global Call  
October 22 Regional Call (Asia)  
November 5 Global Call  
November 19 Regional Call (E&E)  
December 3 Global Call  
December 17 Regional Call (LAC)  
December 31 No call - New Year's Eve  
\*\*\*DETAILED DIAL IN INFO BELOW\*\*\*  
Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.  
If you would like to suggest a topic for discussion, please email <a href="mailto:MDCall@usaid.gov" target="\_blank">MDCall@usaid.gov</a>.  
Note: These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more productive conversation.  
\*\*\*\*\*Dial-In Information\*\*\*\*\*  
1) Dial phone number: (b)(5) (United States) (b)(5) (Alternate number) Additional (b)(5)  
Enter Meeting ID: (b)(6)  
3) Press #  
4) You will be placed directly into the call. Please note: there is no "entrance music" on this line - you will hear silence until the call starts. Make sure your phone is on mute (use your phone's mute button) at all times except when you are asking a question.  
\*\*\*\*\*  
AGENDA  
MISSION CALL WITH ADMINISTRATOR  
8:15 a.m. - 9:00 a.m. ET  
I. Welcome - Chris Milligan, Agency Counselor [2 minutes]  
II. USAID Update and Q&A [40 minutes]  
III. Announcements - Kathryn Stevens,



## December 3, 2019 Continued

Tuesday

DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

9:30 AM - 10:00 AM

**\*Weekly Venezuela Touch-Base -- Front Office Suite**

POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

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 --**

2:00 PM - 3:00 PM

**LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)**  
**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 - 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.

4:00 PM - 4:30 PM

**Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In (b)(5) Access Code: (b)(6)**  
Prep Steve for his meeting with the Administrator on Wednesday, team pre-deployment coordination.

Note that the sub-PCC was moved to Wednesday.

## December 4, 2019

Wednesday

All Day

**FACT Training**

**Please See Above**

8:30 AM - 9:30 AM

**Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID, Front Office Leadership-USAID**  
Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to

## Thursday

**12:30 PM - 2:00 PM**

Please join as we bid fond farewell to departing colleagues, and welcome new members of the LAC family! Come for pizza, music, and good times! (alas, no karaoke...)

**4:00 PM - 4:30 PM**

Friday

**12:00 AM - 12:00 AM**

**Please See Above**

**8:30 AM - 9:00 AM**

**3:10 PM - 3:50 PM**

Monday

**8:00 AM - 9:00 AM**

AID-20-0782, 20-0783-D-000158

**December 10, 2019**

Tuesday

|                     |                                                                                                                                                                                                                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 AM - 9:00 AM   | Meeting with John Barsa                                                                                                                                                                                                                                                                              |
| 10:00 AM - 10:45 AM | WHA Directors Meeting -- State Department Room 6910                                                                                                                                                                                                                                                  |
| 10:00 AM - 10:30 AM | Miami Trip Debrief                                                                                                                                                                                                                                                                                   |
| 12:30 PM - 1:00 PM  | HOLD: Call with Tanya<br>Tnaya will call your secure phone                                                                                                                                                                                                                                           |
| 1:30 PM - 2:30 PM   | Pre-Brief for HFAC Jamaica -- AA/LAC Front Office Conference Room (5.9.10)                                                                                                                                                                                                                           |
| 2:00 PM - 3:00 PM   | LAC Sr Staff Meeting -- LAC Large Conference Room 5.09.40 Dial in (b)(5) Access Code: (b)(6)<br>Agenda for LAC Senior Staff Meetings<br><br>1. LAC Front Office Updates<br>2. High-Level Meeting Updates<br>3. Legislative Updates<br>4. Press Updates<br>5. Budget Updates<br>6. All Other Business |
| 3:00 PM - 5:00 PM   | Hold for LAC Bureau Holiday Party -- LAC Bureau                                                                                                                                                                                                                                                      |

**December 11, 2019**

Wednesday

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 AM - 9:30 AM | Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID_Front_Office_Leadership-USAID<br>Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes |
| 9:00 AM - 9:30 AM | Meet in 14th street lobby                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9:00 AM - 9:30 AM | Travel to Hill                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## December 11, 2019 Continued

Wednesday

**9:30 AM - 10:30 AM**      **HFAC Briefing on Jamaica transition -- 2170 Rayburn House Building**  
9:30AM looks like most likely time

**10:30 AM - 11:00 AM**      **Travel to RRB**

**11:30 AM - 12:00 PM**      **Staffing Discussion**

**12:30 PM - 1:00 PM**      **Weekly Signals Check -- A/AID Suite**  
Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

**1:15 PM - 2:15 PM**      **HOLD: Meeting with New Bolivian CDA Oscar Serrate**

**2:30 PM - 3:00 PM**      **Final Countdown for Travelers - A/AID LAC Trip -- Sub Room (6.07f) and Dial-In**  
Quick final review of <a  
(b)(5)</a>  
Participants Access Code: (b)(6)

**3:00 PM - 3:30 PM**      **\*Weekly Venezuela Touch-Base -- Front Office Suite**  
  
POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

**4:00 PM - 4:30 PM**      **Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In:** (b)(5) **Access Code:** (b)(6)

**5:00 PM - 5:30 PM**      **Chat with Anne Womer -- John's Office 5.09.12**

## December 12, 2019

Thursday

**12:00 AM - 12:00 AM**      **HOLD: Haiti/Barbados Trip**

## December 12, 2019 Continued

Thursday

8:00 AM - 10:06 AM

### Delta Flight 1139 - DCA to ATL (8 AM - 10:06 AM)

8:00 AMThe Administrator departs Washington, D.C. for Port-au-Prince, Haiti via Atlanta.&nbsp;

Depart:Reagan National Airport (DCA)

Arrive:Atlanta International Airport (ATL)&nbsp;

Flight:Delta 1139

Flight Time:2 hours 6 minutes&nbsp;

Time Change:

N/A

**<b>**

8:00 AM - 10:06 AM

### Flight to Atlanta (DL 1139) -- Washington DCA

Delta flight 1139

Washington DCA 7:57am (local time) - Atlanta ATL 9:54am (local time)

Confirmation number: (b)(6)

10:06 AM - 11:03 AM

### HOLD at ATL (10:06 AM - 11:03 AM)

10:06 AMThe Administrator arrives in Atlanta and proceeds to a 57-minute layover.&nbsp;

11:03 AM - 2:10 PM

### Delta Flight 685 - ATL to PAP (11:03 AM - 2:10 PM)

11:03 AMThe Administrator departs Atlanta, Georgia for Port-au-Prince, Haiti.&nbsp;

Depart:Atlanta International Airport (ATL)

Arrive:Port-au-Prince (PAP)&nbsp;

Flight:Delta 685

Flight Time:3 hours 7 minutes&nbsp;

Time Change:N/A

11:03 AM - 2:10 PM

### Flight to Port-au-Prince (DL 685) -- Atlanta ATL

Delta flight 685

Atlanta ATL 11:01am (local time) - Port-au-Prince PAP 1:54pm (local time)

Confirmation number: (b)(6)

2:45 PM - 3:15 PM

### CAR: Airport to Embassy (2:45 PM - 3:15 PM)

2:45 PMThe Administrator lands and boards vehicle for U.S. Embassy.&nbsp;

Drive Time: 30 minutes

|                                                                                    |
|------------------------------------------------------------------------------------|
| Vehicle Manifest:                                                                  |
| Car 1: The Administrator, Ambassador, Graham Higgins                               |
| Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunjhunwala, Barbara Feinstein |

3:15 PM - 3:50 PM

### HAITI ALL HANDS (3:15 PM - 3:50 PM) -- U.S. Embassy Port-au-Prince

Sequence of Events:

- The Administrator, Mission Director, Ambassador, and AA Barsa are seated at a table in the front of the room.&nbsp;
- The Mission Director proceeds to the podium to introduce the Administrator.&nbsp;
- The Administrator proceeds to the podium to give brief remarks.&nbsp;
- The Mission Director facilitates a question-and-answer session with the Administrator and staff.&nbsp;



## December 12, 2019 Continued

Thursday

3:50 PM - 4:00 PM

### CAR: Embassy to Guest House

Drive time: 10 minutes  
The Administrator boards vehicle for guest house for executive time.  
Vehicle Manifest:  
Car 1: The Administrator, Ambassador, Graham Higgins  
Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunhunwala, Barbara Feinstein

4:00 PM - 4:30 PM

Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In: (b)(5)

Access Code: (b)(6)

4:20 PM - 4:30 PM

### CAR: Guest House to Embassy

The Administrator concludes executive time and boards vehicle for meeting.  
Drive Time: 10 minutes  
Vehicle Manifest:  
Car 1: The Administrator, Ambassador, Graham Higgins  
Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunhunwala, Barbara Feinstein

4:30 PM - 5:45 PM

### MEETING: UN Special Representative - Helen La Lime -- U.S. Embassy Port-au-Prince

**VENUE:** U.S. Embassy Port-au-Prince  
**ATTENDEES:** Administrator Green, Traveling Delegation (5), Ambassador Sison, Gary Juste-USAID, Phillipe Lamarche, Chief of Party of Justice Sector  
**Strengthening Program,** Uder Antoine, Chief of Party of Gestion Efficace des Ressources en Haiti (GERE) Project, Joan Perkins-POL, Jullion Cooper-POL, David Mosby-INL, Karen d'Aboville-USAID, Gabriel Joseph-USAID, Regine Dupuy-USAID, Stephane Morriveau-USAID, Martha Dye-USAID  
**FORMAT:** Bilateral Meeting  
**INTERPRETERS:** None  
**PRESS:** None

5:45 PM - 6:30 PM

### CAR: Embassy to Ambassador Sison's Residence

Drive Time: 45 Minutes  
Vehicle Manifest:  
Car 1: The Administrator, Ambassador, Graham Higgins  
Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunhunwala, Barbara Feinstein

6:30 PM - 8:30 PM

### DINNER: Ambassador's Dinner with Influencers -- Ambassador's Residence, Rue Bourdon, Petionville

**VENUE:** Ambassador's Residence, Rue Bourdon, Petionville  
**ATTENDEES:** USG, Ambassador Sison, Administrator Green  
**Traveling Delegation (5):** Gary Juste, USAID/Haiti Mission Director, Ms. Tanya Spencer, Economic Counselor, US Embassy  
**Haitian Officials:** H.E. Jean Roudy Aly, Minister of Justice, Mr. Kesner Pharel, Group Croissance Chief Executive Office, Mr. Frantz Bernard Craan, SOFIHDES Chairman, Mr. Geoffrey Handal, French-Haitian Chamber of Commerce  
**President:** Mr. Laurent Saint-Cyr, AmCham President, Mr. Edouard Baussan, UNIBANK First Vice-Chairman, Mr. Georges Sassine, ADIH President, Ms. Maryse Penette-Kedar, Solano | RCCL President and former  
**Minister of Tourism:** Mr. Fritz Alphonse Jean, Economist and author of Haiti, Une, Economie de Violence, Mr. Olivier Barreau, Union Banque d'Haiti

## December 12, 2019 Continued

Thursday

style=""><b>FORMAT:&nbsp; </b>Working Dinner&nbsp;</p>

8:30 PM - 9:00 PM

### CAR: Ambassador's Residence to Embassy Guesthouse

Drive Time: 1 hour<br><br><p style="">Vehicle Manifest:</p><p style="">Car 1: The Administrator, Graham Higgins, John Barsa</p><p style="">Car 2:&nbsp; Eddy Acevedo, Pooja Jhunjhunwala, Barbara Feinstein</p>

## December 13, 2019

Friday

All Day

HOLD: Haiti/Barbados Trip

Please See Above

7:10 AM - 7:40 AM

### CAR: Guesthouse to Ambassador's Residence

<p style="">7:10 AMThe Administrator boards vehicle for Ambassador's residence.&nbsp;</p><p style="">Drive Time: 35 minutes&nbsp;</p><br><div style=""><table><colgroup><col></colgroup><tbody><tr><td><p>Vehicle Manifest:</p><p>Car 1: The Administrator, Graham Higgins, John Barsa&nbsp;</p><p>Car 2: Gary Juste, Eddy Acevedo, Pooja Jhunjhunwala, Barbara Feinstein</p></td></tr></tbody></table>

7:45 AM - 8:00 AM

### CAR: Ambassador's Residence to President Moise's Residence in Pererin 5

<p><span>7:45 AM</span><span>The Administrator arrives at the Ambassador's residence, boards Ambassador's vehicle,&nbsp;</span></p><p><span>and proceeds to President Moise's residence in Pelerin 5.&nbsp;</span></p><p><span>Drive Time: 15 minutes</span></p><br><table><colgroup><col></colgroup><tbody><tr><td><p><span>Vehicle Manifest:</span></p><p><span>Car 1: The Administrator, Ambassador, Graham Higgins</span></p><p><span>Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunjhunwala, Barbara Feinstein</span></p></td></tr></tbody></table>

8:30 AM - 9:30 AM

### PRESIDENT MOISE AND CARETAKER MINISTERS (8:30 AM - 9:30 AM) -- President Moise's residence, Pelerin 5

<p style="">8:30 AM The Administrator proceeds to meeting.&nbsp;</p><br><p style="">MEETINGPRESIDENT MOISE AND CARETAKER MINISTERS&nbsp;</p><p style=""></p><hr style=""><p style=""></p><p style="">VENUE: President Moise's residence, Pelerin 5 </p><p style="">ATTENDEES: Government of Haiti&nbsp;</p><p style="">President Moise&nbsp;</p><p style="">Minister of Environment & Caretaker Minister of Economy and&nbsp;</p><p style="">Finance Joseph Jouthe</p><p style="">USAID&nbsp;</p><p style="">Administrator Green&nbsp;</p><p style="">Traveling Delegation (5)&nbsp;</p><p style="">Ambassador Sison</p><p style="">Gary Juste, USAID/Haiti Mission Director</p><p style="">Jacques Etienne, POL (Notetaker as per Amb. Sison)&nbsp;</p><p style="">FORMAT: Bilateral Meeting&nbsp;</p><p style="">INTERPRETERS: Yes - USAID Employee</p><p style="">PRESS: Closed, Official Photographer</p><br><p style="">Sequence of Events:</p><ol style=""><li style=""><p>The Administrator is seated at table and begins bilateral meeting.&nbsp;</p></li><li style=""><p>The Administrator concludes meeting and proceeds to photo op.&nbsp;</p></li></ol>

Friday



## December 13, 2019 Continued

Friday

<span>Drive Time: 10 minutes</span></p><br><table><colgroup><col>  
</colgroup><tbody><tr><td><p><span>Vehicle Manifest:</span></p><p>  
<span>Car 1: The Administrator, Ambassador, Graham Higgins</span></p>  
<p><span>Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja  
Jhunjhunwala, Barbara Feinstein</span></p></td></tr></tbody></table>

12:10 PM - 12:50 PM

**DR. JEAN WILLIAM PAPE (12:10 PM - 12:50 PM) -- Dr. Pape's Office, Chateaublond, Tabarre**

<b>VENUE:</b> Dr. Pape's Office, Chateaublond, Tabarre<br><br><br>  
<b>ATTENDEES:</b><br><b>GHESKIO <br>Dr. Jean William Pape<br>USAID  
<br>Administrator Green<br>Graham Higgins <br><br><b>FORMAT: </b>  
Roundtable Meeting <br>INTERPRETERS: N/A<br>PRESS: Closed <br><br>  
<b>Sequence of Events:</b><br>The Administrator is greeted by Dr.  
Pape and additional staff, and proceeds to bilateral meeting. <br>  
<br>NOTE: The rest of the delegation will proceed to a tour of the  
campus led by Marie Marcelle Deschamps of GHESKIO.

12:50 PM - 1:00 PM

**CAR: Dr. Pape's Office to Lunch**

<p><span>12:50 PM</span><span>The Administrator concludes meeting and  
boards vehicle for lunch.</span></p><p><span>Drive Time: 10  
minutes</span></p><br><table><colgroup><col></colgroup><tbody>  
<tr><td><p><span>Vehicle Manifest:</span></p><p><span>Car 1: The  
Administrator, Ambassador, Graham Higgins</span></p><p><span>Car 2:  
Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunjhunwala, Barbara  
Feinstein</span></p></td></tr></tbody></table>

1:00 PM - 1:55 PM

**LUNCH AT LA FOUCHET RESTAURANT WITH USAID/HAITI FOREIGN SERVICE NATIONALS -- La Fouchet**

<b>VENUE:</b> La Fouchet <br><b><br></b><br><b>ATTENDEES: </b>  
Administrator Green<br>Graham Higgins <br>FSN Leaders, USAID/Haiti  
<br><br><b>FORMAT:</b> Working Lunch <br><br><b>INTERPRETERS:</b>  
N/A<br><b>PRESS: </b>Closed <br><br>NOTE: The Administrator and  
Graham will sit at table with FSNs (Isaac Michel, Pierre <br>Julien,  
Eleonore Xavier, Rachel Desrouleaux and Gabriel Joseph); the  
remaining <br>delegation will sit at a separate table.

1:55 PM - 2:05 PM

**CAR: Lunch to Pan-American Development Foundation Office**

<p><span>1:55 PM</span><span>The Administrator concludes lunch and  
boards vehicle for Pan-American Development</span></p><p><span>  
Foundation Office.</span></p><p><span>Drive Time: 10  
minutes</span></p><br><table><colgroup><col>  
</colgroup><tbody><tr><td><p><span>Vehicle Manifest:</span></p><p>  
<span>Car 1: The Administrator, Ambassador, Graham Higgins</span></p>  
<p><span>Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja  
Jhunjhunwala, Barbara Feinstein</span></p></td></tr></tbody></table>

2:10 PM - 2:50 PM

**PAN-AMERICAN DEVELOPMENT FOUNDATION (PADF) AND ORGANIZATION OF AMERICAN STATES (OAS) (2:10 PM - 2:50 PM) -- PADF Complex, Tabarre**

<b>SITE OFFICER: </b>Gabriel Joseph, USAID<br><br><br><b>  
VENUE:</b> PADF Complex, Tabarre <br><br><b>ATTENDEES: USAID </b>  
<br>Administrator Green <br>Traveling Delegation (5) <br>Gary Juste-  
USAID<br>Karen d'Aboville-USAID<br>Gabriel Joseph-USAID<br><br><b>  
PADF/OAS</b><br>Cristobal Dupouy-OAS Representative<br>Katie Taylor,  
Executive Director of PADF<br>Greta Greathouse-PADF Country  
Director<br>Arsel R. Jerome, Community Driven Development Chief of

## December 13, 2019 Continued

Friday

<br>Party<br>Lionel Isaac, Acting Chief of Party, Small Grants Facility <br><br><b>Sequence of Events:</b><br><ol><li>The Mission Director begins with introductions, and opens the session and asks the Administrator if he would like to say something.</li><li>The OAS and PADF team provide an overview of their work. </li><li>The group participates in an open discussion with an opportunity for the Administrator and delegation to ask questions. </li></ol>

2:50 PM - 3:00 PM

### CAR: PADF to U.S. Embassy

<p style="">2:50 PMThe Administrator boards vehicle for U.S. Embassy.</p><p style="">Drive Time: 10 minutes<br><div style=""><table><colgroup><col></colgroup><tbody><tr><td><p>Vehicle Manifest:</p><p>Car 1: The Administrator, Ambassador, Graham Higgins</p><p>Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunjhunwala, Barbara Feinstein</p></td></tr></tbody></table>

3:00 PM - 3:30 PM

### ARCHBISHOP OF PORT-AU-PRINCE (3 PM - 3:30 PM) -- Ambassador's Office, U.S. Embassy

<b>VENUE:</b> </b> Ambassador's Office, U.S. Embassy<br><br><b>ATTENDEES:</b> USG<br><br>Ambassador <br>Administrator Green<br>Graham Higgins <br>Eddy Acevedo <br><br><b>FORMAT:</b> </b>Roundtable Meeting <br><b><br></b><br><b>INTERPRETERS:</b> N/A<br><b><br></b><br><b>PRESS:</b> Closed<br>

3:40 PM - 4:30 PM

### EDUCATION STAKEHOLDERS (3:40 PM - 4:30 PM) -- U.S. Embassy

<b>SITE OFFICER:</b> </b>Tamara Jacques, USAID<br><br><br><b>VENUE:</b> </b>U.S. Embassy <br><br><b>ATTENDEES:</b> USAID <br><br><br><br>Administrator Green <br><br><br><br>Traveling Delegation (5) <br><br><br><br>Gary Juste, Mission Director for USAID/Haiti <br><br><br><br><b>External Stakeholders</b><br><br>Mirko Forni, Education COP for UNICEF<br>Maria-Luisa Fornara, UNICEF Country Director<br>Guy Etienne, Principal of Collège Catts Pressoir<br>Nesmy Manigat, Former Ministry of Education and Chair of <br>GPE's Governance & Ethics Committee<br>Skyler Badenoch, Chief Executive Officer of Hope for Haiti<br>Thomas Poirier, French Embassy Cooperation Officer<br>Bishop Pierre-André Dumas, Catholic Church<br>Father Jean-Julien Ladouceur, Director General of the Episcopal <br>Commission for Catholic Education<br>Rose Thérèse Magalie Georges, General Secretary of the <br>Confédération Nationale des Educateurs d'Haiti / Haiti <br>National Confederation of Educators<br>David Adams, Cross International <br><br><b>FORMAT:</b> </b>Roundtable Meeting <br><br><b>INTERPRETERS:</b> </b>Yes - USAID employee<br><br><b>PRESS:</b> </b>Closed <br><br><b>Sequence of Events:</b><br><ol><li>The Administrator is seated at table with group. </li><li>The facilitator introduces Administrator and turns to the Administrator for any comments. </li></ol>

4:00 PM - 4:30 PM

Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In: (b)(5) Access Code: (b)(5)

4:40 PM - 5:30 PM

### FOOD SECURITY ORGANIZATIONS (4:40 PM - 5:30 PM) -- USAID Mission Director Conference Room

<b>SITE OFFICER:</b> </b>Rick Carbone, USAID<br><br><br><b>VENUE:</b> </b>USAID Mission Director Conference Room<br><br><br><br><b>ATTENDEES:</b> Food Security Organizations <br><br>Raphael Chuinard, (Acting) World Food Program <br>Country Director<br>Chris Bessy,



## December 13, 2019 Continued

Friday

Catholic Relief Services Country Representative<br>Dr. Michaud  
Lesly Margel, (Acting) World Vision Country Director<br><br><b>  
U.S. Embassy</b><br>Administrator Green<br>Ambassador Sison<br>  
Traveling Delegation (5) <br>Gary Juste, USAID/Haiti Mission Director  
<br>Karen d'Aboville, USAID/DMD<br>Richard Carbone, USAID/FFP<br>  
Annette Taylor-Lankas, USAID/OFDA<br>Martha Dye, USAID Notetaker<br>  
<br><b>FORMAT: </b>Roundtable <br><br><b>INTERPRETERS: </b>N/A<br>  
<br><b>PRESS: </b>Closed <br><br><b>Sequence of Events:</b><br><ol>  
<li>The Administrator is seated at table. </li><li>The facilitator  
introduces Administrator and turns to the Administrator for any  
comments. </li><li>The facilitator begins the discussion. </li></ol>

5:30 PM - 5:40 PM

### CAR: U.S. Embassy to Guesthouse

<p style="">5:30 PMThe Administrator concludes meeting and boards  
vehicle for Embassy Guesthouse.&nbsp;</p><p style="">Drive Time: 10  
minutes</p><br><div style=""><table><colgroup><col></colgroup><tbody>  
<tr><td><p>Vehicle Manifest:</p><p>Car 1: The Administrator, Graham  
Higgins, John Barsa</p><p>Car 2:&nbsp;<br>Eddy Acevedo, Pooja  
Jhunhunwala, Barbara Feinstein</p></td></tr></tbody></table>

## December 14, 2019

Saturday

12:00 AM - 12:00 AM

HOLD: Haiti/Barbados Trip

Please See Above

7:00 AM - 7:30 AM

### CAR: Guesthouse to Airport (7 AM - 7:30 AM)

<p style="">7:00 AM The Administrator boards vehicle for airport.  
&nbsp;</p><p style="">Drive Time: 30 minutes&nbsp;</p><br><div style=""><table><colgroup><col></colgroup><tbody><tr><td><p>Vehicle  
Manifest:</p><p>Car 1: The Administrator, Graham Higgins, Gary  
Juste</p><p>Car 2: John Barsa, Eddy Acevedo, Pooja Jhunhunwala,  
Barbara Feinstein</p></td></tr></tbody></table>

8:00 AM - 8:30 AM

### Sunrise Airways - PAP to CAP (8 AM - 8:30 AM)

<p style="">8:00 AMThe Administrator departs Port-au-Prince for Cap-  
Haitien.&nbsp;</p><p style="">Depart:Port-au-Prince International  
Airport (PAP)&nbsp;<br><br></p><p style="">Arrive:Cap-Haitien  
Airport&nbsp;<br></p><p style="">Flight:Sunrise Airways&nbsp;<br></p><p style="">Flight Time:30 minutes&nbsp;<br></p><p style="">Time Change:N/A  
</p>

8:30 AM - 9:00 AM

### CAR: Airport to Cap-Haitien Port (8:30 AM - 9 AM)

<p style="">8:30 AMThe Administrator arrives Cap-Haitien and boards  
vehicle for Cap-Haitien Port.&nbsp;</p><p style="">Drive Time: 30  
minutes&nbsp;<br><br><div style=""><table><colgroup><col></colgroup><tbody><tr><td><p>Vehicle Manifest:</p><p>Car 1: The Administrator,  
Graham Higgins, DCM</p><p>Car 2: John Barsa, Eddy Acevedo, Pooja  
Jhunhunwala, Barbara Feinstein, Gary Juste</p></td></tr></tbody></table>

## December 14, 2019 Continued

Saturday

9:15 AM - 9:45 AM

### CAP-HAITIEN PORT (9:15 AM - 9:45 AM) -- Port of Cap-Haitien

9:15 AM The Administrator arrives at the port and proceeds to site visit.

SITE VISIT CAP-HAITIEN PORT [1.10]

SITE OFFICER: Armstrong Jean-Louis, USAID Engineer

VENUE: Port of Cap-Haitien

ATTENDEES: USG, Administrator Green, Traveling Delegation (5), DCM Robin Diallo, Gary Juste-USAID, Port and Government Officials, Jean-Claude Mondesir, Mayor of Cap-Haitien, Anacré Gervé, Port Director, Hervé Eveillard, National Port Authority Director, Patrick Béliard, Port Operator (Vice-President of Chamber of Commerce of the North), Cesar DeWindt, Port Operation Manager

FORMAT: CHP Conference Room

INTERPRETERS: Soukaina Martin, USAID Employee

PRESS: Closed

Sequence of Events:

- The Administrator is greeted by mayor and port officials (5 minutes).
- The Administrator views port (20 minutes).

9:45 AM - 10:40 AM

### CAR: Cap-Haitien Port to Caracol Industrial Park (9:45 AM - 10:40 AM) -- Caracol Power Utility

9:45 AM The Administrator concludes site visit and boards vehicle for Caracol Industrial Park.

Drive Time: 45 minutes

|                                                                                   |
|-----------------------------------------------------------------------------------|
| Vehicle Manifest:                                                                 |
| Car 1: The Administrator, Graham Higgins, DCM                                     |
| Car 2: John Barsa, Eddy Acevedo, Pooja Jhunhunwala, Barbara Feinstein, Gary Juste |

EKAM-CARACOL HOUSING VIEWING

FORMAT: Windshield Tour (10 minutes)

|  |
|--|
|  |
|--|

10:40 AM - 11:10 AM

### CARACOL POWER UTILITY (10:40 AM - 11:10 AM) -- Caracol Power Utility

SITE OFFICER: Lefort Joseph, USAID Engineer

VENUE: Caracol Power Utility

ATTENDEES: USG, Administrator Green, Traveling Delegation (5), DCM Robin Diallo, Gary Juste-USAID, Alexis Nieves, Econ Officer, Department of State, David Mann, USAID/Haiti Engineer, Caracol and Government Officials, Dr. Evenson Calixte, Director General, National Electricity Regulatory Authority (Government of Haiti), Renel Pierre, Mayor of Caracol, Fernando Mercado, COP of Caracol Power Utility project, Jean Robert Senatus, Plant Manager, Caracol Power Utility Project

FORMAT: Greeting and Tour

INTERPRETERS: Soukaina Martin, USAID Translator

PRESS: Closed

Sequence of Events:

- The Administrator is greeted by Electricity Regulator, Mayor, and project staff. (5 minutes)
- The Administrator proceeds to tour of plant. (20 minutes)

## December 14, 2019 Continued

Saturday

11:10 AM - 11:15 AM

### CAR: Caracol Power Utility to Park Training Center

11:10 AM

The Administrator concludes site visit and boards vehicle for industrial park offices. &nbsp;

Drive Time: <5 minutes&nbsp;

|                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Vehicle Manifest:</p> <p>Car 1: The Administrator, DCM, Graham Higgins</p> <p>Car 2: Gary Juste, John Barsa, Eddy Acevedo, Pooja Jhunhunwala, Barbara Feinstein</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

11:15 AM - 12:00 PM

### CARACOL INDUSTRIAL PARK STAKEHOLDERS (11:15 AM - 12 PM) -- Caracol Industrial Park Training Center

**SITE OFFICER:** Alexis Nieves, State Department  
**VENUE:** Caracol Industrial Park Training Center  
**ATTENDEES:** USG Administrator Green  
Traveling Delegation (5) DCM Robin Diallo  
Gary Juste-USAID  
Alexis Nieves, ECON  
Industrial Park Stakeholders  
Felipe Gomez Acebo, Inter-American Development Bank  
Representative  
Pierre-Michelle Joaissant, Executive Director, Unite Technique  
d'Execution, Ministry of Economy and Finance  
Stephane Durand, Director General, Industrial Parks  
Daniel Rololphe, Executive Director, Caracol Industrial Park  
Esther Antoine, Presidential Advisor  
**FORMAT:** Roundtable  
**INTERPRETERS:** Soukina Martin, USAID Translator  
**PRESS:** Closed  
**Sequence of Events:**  

- Alexis Nieves, Site Officer, introduces Administrator and kicks off meeting.
- The Administrator speaks briefly.
- The participants engage in a discussion.

12:20 PM - 1:00 PM

### CAR: Training Center to RB Ferme La Chapelle

12:20 PM

The Administrator boards vehicle for RB Ferme La Chapelle. &nbsp;

Drive Time: 40 minutes&nbsp;

|                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Vehicle Manifest:</p> <p>Car 1: The Administrator, Graham Higgins, DCM</p> <p>Car 2: John Barsa, Eddy Acevedo, Pooja Jhunhunwala, Barbara Feinstein, Gary Juste</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1:00 PM - 2:00 PM

### RB FERME LA CHAPELLE (BANANA PLANTATION AND PACKING FACILITY) (1 PM - 2 PM) -- Bord De Mer De Limonade, Haiti

**SITE OFFICER:** USAID Kenold Moreau, Tel. 3170-7713  
**VENUE:** Bord de mer de Limonade  
**ATTENDEES:** USAID Administrator Green  
Traveling Delegation (5) DCM Robin Diallo  
Gary Juste, Mission Director  
J.W. Camilien (Cam) Saint-Cyr, EGAD Office Chief  
Farmers  
Mr. Yvon Prophete, President of Lachapelle Farmers' Association  
30 farmers from other farmers' associations  
Ministry of Agriculture/Government of Haiti  
Mr. Frantz Dorvil, Regional Director for the North Department  
Mr. Sama Sylvain, Regional Director for the North-East Department  
Local Government Officials  
Ms. Carmen Mondesir, Deputy Mayor of Limonade  
Mr. Elima Obei, Communal Attorney  
Private Sector  
Mr. Patrick Bonnefil, Investor  
Mr. Marc Georges, Chamber of Commerce of the North  
Mr. Harry Pierre, President of the Chamber of Commerce of the North-East  
Mr. Albert Pierre Paul, CEO of rice processing



## December 14, 2019 Continued

Saturday

plant in the North-East (CLES)<br>Mr. Carl Leonidas, Internal Control Officer, Cocoa export company (NOVELLA)<br>Ms Aline Eticher, Representative of cocoa export firm (PISA)<br>Joseph Jean Louis, President of cocoa cooperative (FECCANO)<br>Mr. Pascal Deshommes, President of cocoa processing firm (AGROTECH)<br><br><b>FORMAT:</b><br>Tour <br><br><b>INTERPRETERS:</b> USAID Interpreter<br><br><b>PRESS:</b> Closed <br><b></b><br><b>Sequence of Events:</b><br><ol><li>The Administrator arrives and is greeted by Farmers' Association representatives and proceeds to photo op (10 minutes). </li><li>The Administrator, accompanied by farmers, tours banana processing plant and farm. (15 minutes). </li><li>The Administrator has brief discussion with farmers and beneficiaries. (10 minutes). </li><li>The Administrator proceeds to sit-down roundtable with agri-business and other private sector representatives (25 minutes). </li></ol>

2:00 PM - 3:00 PM

### CAR: Banana Plantation to Airport (2 PM - 3 PM)

<p style="">2:00 PMThe Administrator concludes site visit and boards vehicle for airport.&nbsp;</p><p style="">Drive Time: 1 hour&nbsp;</p><br><div style=""><table><colgroup><col></colgroup><tbody><tr><td><p>Vehicle Manifest:</p><p>Car 1: The Administrator, Graham Higgins, Gary Juste</p><p>Car 2: John Barsa, Eddy Acevedo, Pooja Jhunjhunwala, Barbara Feinstein</p></td></tr></tbody></table></div>

5:00 PM - 7:08 PM

### AA Flight 2732 - CAP to MIA (5 PM - 7:08 PM)

<p style="">5:00 PMThe Administrator departs Cap-Haitien for Miami, Florida.&nbsp;</p><p style="">Depart:Cap-Haitien International Airport (CAP)&nbsp;</p><p style="">Arrive:Miami International Airport (MIA)&nbsp;</p><p style="">Flight:American Airlines 2732</p><p style="">Flight Time:2 hours and 8 minutes&nbsp;</p><p style="">Time Change:N/A</p>

5:00 PM - 7:08 PM

### Flight to Miami (AA 2732) -- Cap-Haitien CAP

American Airlines flight 2732

Cap-Haitien CAP 5:11pm (local time) - Miami MIA 7:07pm (local time)

Confirmation number: (b)(6)

7:08 PM - 7:23 PM

### TAXI: Airport to Miami Airport Marriott

7:40 PM - 10:00 PM

### EXECUTIVE TIME (7:40 PM - 10 PM) -- Miami Airport Marriott, 1201 NW, S Le Jeune Rd Building A, Miami, FL 33126, USA

<p style="">The Administrator arrives at hotel and proceeds to executive time.&nbsp;</p><br><p style="">RON&nbsp;</p><p style="">Miami Airport Marriott&nbsp;</p><p style="">1201 NW Le Jeune Road&nbsp;</p><p style="">Building A&nbsp;</p><p style="">Miami, Florida 33126&nbsp;</p>

9:40 PM - 12:00 AM

### Flight to Washington (AA 2362) -- Miami MIA

American Airlines flight 2362

Miami MIA 9:36pm (local time) - Washington DCA 11:56pm (local time)

Confirmation number: (b)(6)





**December 16, 2019 Continued**

Monday

Would you like to discuss any of this?

Clint Branam  
Supervisory Executive Officer  
USAID/Honduras  
US:(301) 985-8632, ext.4194

HN:(504) 2236-9320, ext.4194

**11:00 AM - 11:30 AM**

**Comms weekly look ahead -- John's office**

**12:00 PM - 1:00 PM**

**Meeting with Minister Murillo -- 1300 Pennsylvania Ave NW, Washington, DC 20004, USA**

**1:00 PM - 1:50 PM**

**Venezuela PCC**

**2:00 PM - 2:30 PM**

**Haiti Trip De-Brief**

(b)(6)

**2:30 PM - 3:00 PM**

**Brazil Trip Agenda Planning -- LAC/AA Conference Room**

**3:30 PM - 4:00 PM**

**America Crece Event Prep**

**4:00 PM - 4:30 PM**

**Bolivia Update -- AA/LAC Conference Room, 5.9.10; Dial-In: (b)(5)**

**Access Code: (b)(6)**

**4:30 PM - 5:00 PM**

**Venezuela Tabletop Prep**

Please call 202-712-4800 and we will transfer you.

Thanks!

**December 17, 2019**

Tuesday

8:15 AM - 12:00 PM

**Venezuela Table Top Exercise -- HST 1107**

<p>INFO ABOUT ENTERING THE BUILDING:</p><p><br></p><p>Please enter through the C-Street Entrance of the Truman Building at&nbsp;<b>8:15 tomorrow morning</b>.<br></p><p><u></u></p><p>Our escorts (cc'd) will be there waiting if needed.<u></u><u></u></p><p>Please call Lika Johnston at (b)(6) if you have any trouble!</p><p>HST 1107<u></u><u></u></p><p><u></u>&nbsp;<u></u></p><p>\* Note: Your individual participation is requested as you will be assigned a unique role to play in the exercise. This invitation is non-transferrable.</p>

12:00 PM - 12:30 PM

**Travel to Event -- 1615 H St NW, Washington, DC 20062**

12:30 PM - 2:30 PM

**America Crece Launch Event -- 1615 H St NW, Washington, DC 20062**

1:30 PM - 2:05 PM

**John's Panel**

2:30 PM - 3:00 PM

**Travel to OAS**

3:00 PM - 4:00 PM

**Holiday Toast -- Organization of American States, 200 17th St NW, Washington, DC 20006, USA**

4:00 PM - 4:30 PM

**Travel to RRB**

7:00 PM - 8:30 PM

**Dinner with Venezuelan Delegation -- Taberna del Alabardero, 1776 I Street Northwest Entrance on 18th, between H and, I, Washington, DC 20006, USA**  
**Aranjuez Private Room**

**December 18, 2019**

Wednesday

9:30 AM - 10:00 AM

**Cuba PCC Pre-Brief -- AA/LAC Conference Room 5.09.10**

11:00 AM - 11:45 AM

**LAC regional Mission Director Call with the Administrator -- (b)(5)**

**Meeting ID (b)(6)**

<br><b>Office Directors-FYI feel free to listen in, however the primary audience is our regions Mission Directors.&nbsp;&nbsp;&nbsp;</b><br>The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions.&nbsp; &nbsp;

1:30 PM - 2:00 PM

**Travel to OAS**

2:00 PM - 5:00 PM

**HOLD: OAS Event**

<br><br><table><tbody><tr><td><table><tbody><tr><td><h3>POC: Margarita Guerra</h3></td></tr></tbody></table></td><td><br></td></tr><tr><td></td></tr></tbody></table><br><br><br><br><br>We are considering an event at the OAS on the medical doctors featuring John and Secretary General Almagro on December 17.&nbsp;&nbsp;&nbsp;Can you let me know if John is available?&nbsp;&nbsp;&nbsp;Thanks!&nbsp;&nbsp;&nbsp;Margarita Guerra<br><br><br><br><br><p>&nbsp;&nbsp;&nbsp;</p><p>Margarita Guerra</p>

## December 20, 2019 Continued

Friday

11:00 AM - 11:50 AM

**CUBA PCC: NEXT POLICY STEPS AND TIMELINE FOR IMPLEMENTATION -- 17th Street Northwest & E Street Northwest, 17th St NW & E St NW, Washington, DC 20006, USA**  
<blockquote><br><br><br><p><b><br></b></p></blockquote><br><br><p>Colleagues,</p><p>&nbsp;</p><p>Details for tomorrow below in yellow.</p><p><b>&nbsp;</b></p><p><b>DATE: Friday, December 20, 2019</b></p><p><b>LOCATION: WHSR Exec</b></p><p><b>TIME: 11:00 a.m.-11:50 p.m.</b></p><p>&nbsp;</p><p>Thank You,</p><p>Jessica</p></blockquote><p><b><br></b></p><p><b>Subject:</b>&nbsp;<b>FW: Invitation: Cuba PCC- Postponed to Friday December 20</p><p>&nbsp;</p><p>Good Morning,</p><p>&nbsp;</p><p>As a result of scheduling conflicts and last minute changes, we will need to postpone this PCC to tomorrow, Friday, December 20. I will confirm the time and room shortly. If you registered in WAVES, we can clone the link so you do not need to re-register.</p><p>&nbsp;</p><p>Thanks,</p><p>Jessica</p></blockquote>

12:30 PM - 1:30 PM

**Meeting with Karim Lesina, SVP – International External & Regulatory Affairs at AT&T**  
POC: Serena Frechter, Bonnie Glick  
SA: yes  
Briefer: yes- from John Barsa or Alex Sutton, what is goal of conversation and who from State has spoken to AT&T

1:30 PM - 2:30 PM

**Annual Evaluation Form (AEF) Walk Through -- Mandela Conference Room**  
<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.<br><br><i><b>Please note:</b> 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.</i>

2:00 PM - 5:00 PM

**F Holiday Party -- 3871**  
[cid:image003.jpg@01D5B016.BB5952A0]

3:00 PM - 3:30 PM

**Haiti Infrastructure Discussion -- LAC/AA Conference Room or Call** (b)(5) **Access Code** (b)(6)  
This was discussed with John Barsa this morning (Friday Dec 20th). Thomas Rhodes (Director of the Infrastructure Office in Haiti) is in town and available to discuss the hospital project.

Eric,

Please advise if you think a call in number should be added. Thanks.

3:45 PM - 4:45 PM

**Meeting between CDA Jimmy Story and LAC/AA John Barsa -- RRB 5.09-12 (call 202 712 4800 from 14th street Lobby if you don't have access)**  
<br><br><br><br><br>Please call 202 712-4800 if you don't have access to RRB.&nbsp;<br><br><br><br>Sure-Let's go with 3:30 here in the RRB.&nbsp;<br><br>If Mr. Story's cannot get access please call 202 712-4800 and we will have someone come meet him in the 14th street lobby of USAID.&nbsp;<br><br>I will also update the calendar invite with everyone on this chain so there is no confusion.&nbsp;<br><br>We will schedule for an hour but it is fine if it ends earlier.&nbsp;<br><br>Thanks for all the help and sorry for the last minute change.&nbsp;<br><br>Thanks.

Friday

**4:00 PM - 4:30 PM**

**Access Code** (b)(6)

Monday

**CALL: Front Office Check-In -- See the google hangouts number below,**  
**<b><u>Attendees</u></b>:**  
**<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>**  
**DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to**  
**FO Principals<br>GC**

Norman, Qianna C. (M/MS/IRD)

## Monday

This event has a video call.

(b)(5)

PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

A diagram consisting of a horizontal line. On the left side, there is a rectangular box. To the right of the box, the line continues and ends with a series of dots.

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

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

## Comms weekly look ahead -- John's office

Tuesday

## Travel to WHA

**WHA Directors Meeting -- State Department Room 6910**

## Return to RRB

Wednesday

## Christmas Day

## Thursday

**Weekly check-in with Alex Sutton -- John's office (5.9-12)**

## Friday

**CALL: Front Office Check-In -- See the google hangouts number below,**

<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

[illegible]

Please do not edit this section of the description.



Friday

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

### Barsa Trip Call

[illegible]

This event has a video call.

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

Monday

**CALL: Front Office Check-In -- See the google hangouts number below,**

<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

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.

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

## Comms weekly look ahead -- John's office

## December 30, 2019 Continued

Monday

1:45 PM - 2:15 PM

**\*Weekly Venezuela Touch-Base -- Front Office Suite**

POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

Conference Call-In: (b)(5)  
Access Code: (b)(5)

2:00 PM - 3:00 PM

**Carter Center Bolivia Assessment: USAID AA Barsa -- Conference Call**

Dear Assistant Administrator Barsa,

Thank you for taking the time for this call. We would like to offer a readout of The Carter Center's recent assessment mission to Bolivia and to exchange views on the country's democratic trajectory, given ongoing political developments.

Carter Center participants include:

- \* Jennie Lincoln, Senior Advisor on Latin America and the Caribbean;
- \* Jonathan Stonestreet, Associate Director, Democracy Program;
- \* Mercedes Sprouse, Senior Associate Director, Peace Programs Development.

Please use our conference line for the call:

USA Dial In:  
(b)(5), or

Guest Passcode:  
(b)(5)

With kind regards,  
Mercedes

Mercedes Sprouse  
Senior Associate Director  
Peace Programs Development  
The Carter Center  
453 Freedom Parkway  
Atlanta, Georgia 30307 USA  
E.  
mercedes.sprouse@cartercenter.org<mailto:mercedes.sprouse@cartercenter.org>  
(b)(5)  
CarterCenter.org

The Carter Center, in partnership with Emory University, is guided by

## Monday

**December 31, 2019**

Tuesday

## Travel to WHA

**WHA Directors Meeting -- State Department Room 6910**

## Return to RRB

**Call on Rieser / Haiti**

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

## Thursday

**Weekly check-in with Alex Sutton -- John's office (5.9-12)**

### Weekly Signals Check -- A/AID Suite

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

## Thursday

**1:30 PM - 2:30 PM**

**PAHO Call -- Teleconference**

Call in (b)(5)

Access Code - (b)(6)

Draft Agenda:

- Recap on status of funding (IO/MPR)
- Readout from November 8 review of PAHO documents (MPR, USAID, HHS)
- Discussion of next steps:
- Internal Oversight/SOP/Governance Reform (IO/MPR)
- External Review/Audit/Investigation and discussion of TORs and appropriate entities (all)
- Prep for January 10 meeting (all)

## Friday

**8:30 AM - 9:00 AM**

**CALL: Front Office Check-In -- See the google hangouts number below,**

<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5) PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

**11:00 AM - 11:30 AM**

Chat with Rohullah Osmani -- John's Office 05.09.12

**2:00 PM - 3:00 PM**

**Comms Discussion -- LAC/AA Conference Room**

**3:00 PM - 3:30 PM**

**Chat on Letter to S, A/AID, and Treasury on Nicaragua -- LAC/AA Conference Room 05.09.10**

**3:30 PM - 4:00 PM**

### Haiti Trip Discussion -- AA/LAC Conference Room

## Monday

**8:30 AM - 9:00 AM**

**CALL: Front Office Check-In -- See the google hangouts number below,**

<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

## Monday

Please do not edit this section of the description.

Join: (b)(5)

(b)(5)

PIN: (b)(6)

View more phone numbers: (b)(5)

(b)(5)

.....  
.....

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.

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

AA/LAC Mission Director Call -- LAC/AA Conference Room and call (b)(5)

(Access Code (b)(6)

(b)(5)

### Travel to State

Venezuela PCC -- EEOB 445

[illegible]



Tuesday

**Lunch w/ Tim Reiser -- meet @ Tm's office 125 Hart**

### Travel back from Hill

A 10x10 grid of dots. A 3x3 square of dots in the top-left corner is enclosed by a black rectangular border.

Wednesday

Senior Management Meeting (SMM) -- Point IV, US-RRB-Cal-A.AID\_Front\_Office\_Leadership-USAID

Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes

Training on documents and clearances with ES -- LAC Bureau Large Conference Room 5.09-40 Call in (b)(5)  
(b)(5) Access code (b)(6)  
Team LAC,

This is an opportunity to meet with members of the Executive Secretariat (ES) and get some key insights on document preparation and tips to make them move quicker and smoother through the agency front office. All are welcome to attend.

LAC Bureau U.S. Development Finance Corporation Brown Bag -- LAC Large Conference Room (5.09-040)  
Hello LAC Bureau,

Please join us on January 8th from 12 to 1 pm for a brown bag on the new U.S. Development Finance Corporation (DFC). If you're interested in learning more about the DFC's institutional structure, tools, eligibility requirements, and the new process for undertaking transactions, this is the brown bag for you. We will also have guests from the DFC's Mission Transaction Unit (the former DCA) that cover the LAC region on hand to answer questions and provide their insights. Hope everyone can make it!

Dial-in Number: (b)(5)

Access code: (b)(6)

**Pre-brief for Zero Based Budgeting Exercise -- LAC/AA conference room**

John,

I put down DAAs as optional, however this pre-brief is for you.

This is a pre-brief for our meeting on Thursday January 9th with MPBP. We will be discussing our responses to the zero based budgeting exercise. DAAs are welcome to participate but it is not required. Thanks.

## January 8, 2020 Continued

Wednesday

1:30 PM - 2:00 PM

Haiti Meeting -- Counselor Suite Conference Room

2:00 PM - 2:30 PM

Tim R. Lunch Readout -- LAC/AA Conference Room

2:30 PM - 3:00 PM

Weekly Signals Check -- ES Team Room

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>REM<br>Ebola<br>Yemen<br>Venezuela&nbsp;&nbsp; <br>WGDP<br>DFC<br>Haiti<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaid-fo-scheduling@usaid.gov">aaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

4:00 PM - 4:30 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)  
All,

We are going to do a quick senior staff meeting today at 4:00 because there are some important updates required. Sorry for the last minute change due to the winter weather. Thanks.

4:30 PM - 5:00 PM

NSC Engagement on EG Discussion -- John's Office

## January 9, 2020

Thursday

8:30 AM - 10:00 AM

Hold: Cafe For a Cause (CFC)

9:30 AM - 10:30 AM

ZBB Exercise - LAC -- RRB, M Bureau Conference Room 6.08-083

10:30 AM - 11:00 AM

Travel to HST

11:00 AM - 11:30 AM

John Barsa (Usaid) Haiti 5 days \*bring yellow book and travel orders\* #399105 -- 2201 C street N.W  
(b)(6)

11:30 AM - 12:00 PM

Conf Call: John Zadrozny, Sarah Rehberg, John Barsa, Carrie Filipetti -- Conf Line: (b)(5)  
Passcode: (b)(6)

11:30 AM - 12:00 PM

Travel to RRB

12:00 PM - 1:00 PM

LAC's Annual Security Inspection -- AA/LAC Conference Room; 5.9-10  
The dial-in: (b)(5)  
Access code: (b)(6)  
Host Code: (b)(6)

Thursday

**HOLD: Phone Call with Ambassador Bernstein**

Friday

## John in Haiti

Check-out: Jan 11, 2020 12:00am

F0 Principals  
GC

Please do not edit this section of the description.

(b)(5)

[illegible]

Dear colleagues,

Here's the call-in information. I'll send a calendar invitation.

Passcode: (b)(6)

We look forward to speaking then.

Best,  
Maya

<FarisEH@state.gov<mailto:FarisEH@state.gov>>; Steiger, William R.

January 10, 2020 Continued

Friday

(AID/A) <wsteiger@usaid.govmailto:wsteiger@usaid.gov>; Filipetti, Carrie L <FilipettiCL@state.govmailto:FilipettiCL@state.gov>; Grigsby, Garrett (HHS/OS/OGA) <Garrett.Grigsby@hhs.govmailto:Garrett.Grigsby@hhs.gov>; Mciff, Colin (HHS/OS/OGA) <Colin.Mciff@hhs.govmailto:Colin.Mciff@hhs.gov>; Arboleda, Nelson (HHS/OS/OGA) <Nelson.Arboleda@hhs.govmailto:Nelson.Arboleda@hhs.gov>; Blackwood, Ann (OS) <blackwoodas@state.govmailto:blackwoodas@state.gov>; Williams, Elizabeth A <WilliamsEA@state.govmailto:WilliamsEA@state.gov>; Owen, Rachel E <OwenRE@state.govmailto:OwenRE@state.gov>; Sadler-Gray, Sharon D (LAC/CUBA) <ssadler-gray@usaid.govmailto:ssadler-gray@usaid.gov>; Barsa, John (LAC/AA) <jbarsa@usaid.govmailto:jbarsa@usaid.gov>; Smith, Jeffrey B <SmithJB@state.govmailto:SmithJB@state.gov>; Miller, James N <MillerJN@state.govmailto:MillerJN@state.gov>; Bond, Margaret H <BondMH@state.govmailto:BondMH@state.gov>; Cook, Nerissa J <CookNJ@state.govmailto:CookNJ@state.gov>  
Subject: RE: Draft PAHO Agenda

Thanks, Mara. We propose the following times for a 30 minute call tomorrow or Friday:

Thurs. 1/9: 12pm -12:30pm or 4:30pm - 5pm

Fri. 1/10: 9am - 9:30am

Please let us know which times work for you, and we'll follow-up with a calendar invite.

Best,  
Maya

---

Maya Levine, MALD  
Senior Global Health Officer, Multilateral Relations  
Office of Global Affairs, U.S. Department of Health and Human Services  
(direct) 202.691.2184 | (mobile) (b)(6) |  
maya.levine@hhs.govmailto:maya.levine@hhs.gov

From: Burr, Mara (HHS/OS/OGA)  
<Mara.Burr@hhs.govmailto:Mara.Burr@hhs.gov>  
Sent: Wednesday, January 8, 2020 5:32 PM  
To: Faris, Edward H (Ted) <FarisEH@state.govmailto:FarisEH@state.gov>; Steiger, William R. (AID/A) <wsteiger@usaid.govmailto:wsteiger@usaid.gov>; Filipetti, Carrie L <FilipettiCL@state.govmailto:FilipettiCL@state.gov>; Grigsby, Garrett (HHS/OS/OGA) <Garrett.Grigsby@hhs.govmailto:Garrett.Grigsby@hhs.gov>; Mciff, Colin (HHS/OS/OGA) <Colin.Mciff@hhs.govmailto:Colin.Mciff@hhs.gov>; Arboleda, Nelson (HHS/OS/OGA) <Nelson.Arboleda@hhs.govmailto:Nelson.Arboleda@hhs.gov>; Blackwood, Ann (OS) <blackwoodas@state.govmailto:blackwoodas@state.gov>;



January 10, 2020 Continued

Friday

Williams, Elizabeth A  
<WilliamsEA@state.gov<mailto:WilliamsEA@state.gov>>; Owen, Rachel E  
<OwenRE@state.gov<mailto:OwenRE@state.gov>>; Sadler-Gray, Sharon D  
(LAC/CUBA) <ssadler-gray@usaid.gov<mailto:ssadler-gray@usaid.gov>>;  
Barsa, John (LAC/AA) <jbarsa@usaid.gov<mailto:jbarsa@usaid.gov>>;  
Smith, Jeffrey B <SmithJB@state.gov<mailto:SmithJB@state.gov>>;  
Miller, James N <MillerJN@state.gov<mailto:MillerJN@state.gov>>;  
Bond, Margaret H <BondMH@state.gov<mailto:BondMH@state.gov>>; Cook,  
Nerissa J <CookNJ@state.gov<mailto:CookNJ@state.gov>>  
Cc: Levine, Maya (OS/OGA)  
<Maya.Levine@hhs.gov<mailto:Maya.Levine@hhs.gov>>  
Subject: RE: Draft PAHO Agenda  
Importance: High

Dear Colleagues:

We would like to set up a teleconference to discuss the plan for the PAHO meeting on Friday. I asked Maya to schedule the call for a convenient time tomorrow or, if necessary on Friday morning. It is our hope to have alignment on the discussion items and specific expectations for a successful meeting.

Maya will follow up with proposed times for the call.

Thanks in advance for your flexibility in scheduling the call.

Best,

Mara

Mara M. Burr, JD, LL.M  
Director, Multilateral Relations  
Office of Global Affairs  
Office of the Secretary  
U.S. Department of Health and Human Services

Telephone: 202-205-4677

Mobile: (b)(6)

From: Faris, Edward H (Ted)  
<FarisEH@state.gov<mailto:FarisEH@state.gov>>  
Sent: Monday, January 6, 2020 8:59 AM  
To: Burr, Mara (HHS/OS/OGA)  
<Mara.Burr@hhs.gov<mailto:Mara.Burr@hhs.gov>>; Steiger, William R.  
(AID/A) <wsteiger@usaid.gov<mailto:wsteiger@usaid.gov>>; Filipetti,  
Carrie L <FilipettiCL@state.gov<mailto:FilipettiCL@state.gov>>;  
Grigsby, Garrett (HHS/OS/OGA)  
<Garrett.Grigsby@hhs.gov<mailto:Garrett.Grigsby@hhs.gov>>; Mciff,  
Colin (HHS/OS/OGA) <Colin.Mciff@hhs.gov<mailto:Colin.Mciff@hhs.gov>>;  
Arboleda, Nelson (HHS/OS/OGA)  
<Nelson.Arboleda@hhs.gov<mailto:Nelson.Arboleda@hhs.gov>>; Blackwood,  
Ann (OS) <blackwoodas@state.gov<mailto:blackwoodas@state.gov>>;  
Williams, Elizabeth A  
<WilliamsEA@state.gov<mailto:WilliamsEA@state.gov>>; Owen, Rachel E

January 10, 2020 Continued

Friday

<OwenRE@state.govmailto:OwenRE@state.gov>; Sadler-Gray, Sharon D (LAC/CUBA) <ssadler-gray@usaid.govmailto:ssadler-gray@usaid.gov>; Barsa, John (LAC/AA) <jbarsa@usaid.govmailto:jbarsa@usaid.gov>; Smith, Jeffrey B <SmithJB@state.govmailto:SmithJB@state.gov>; Miller, James N <MillerJN@state.govmailto:MillerJN@state.gov>; Bond, Margaret H <BondMH@state.govmailto:BondMH@state.gov>; Cook, Nerissa J <CookNJ@state.govmailto:CookNJ@state.gov>  
Subject: RE: Draft PAHO Agenda

Good morning Mara and everyone -

Thank you for the proposed agenda, and thanks to Bill for the information on the PAHO Audit Committee. Most helpful. Margy will revert later today with confirmation of IO participation for the meeting on Friday.

The second attachment contains proposed terms of reference. Comments and suggestions, including on sharing with PAHO leadership prior to the meeting would be most welcome.

As discussed last Thursday, let's look at doing a follow-up conference call prior to Friday.

SENSITIVE BUT UNCLASSIFIED

From: Burr, Mara (HHS/OS/OGA)

<Mara.Burr@hhs.govmailto:Mara.Burr@hhs.gov>

Sent: Friday, January 03, 2020 4:12 PM

To: Steiger, William R. (AID/A)

<wsteiger@usaid.govmailto:wsteiger@usaid.gov>; Faris, Edward H (Ted) <FarisEH@state.govmailto:FarisEH@state.gov>; Filipetti, Carrie L <FilipettiCL@state.govmailto:FilipettiCL@state.gov>; Blackwood, Ann S

<BlackwoodAS@state.govmailto:BlackwoodAS@state.gov>; Williams, Elizabeth A <WilliamsEA@state.govmailto:WilliamsEA@state.gov>; Owen, Rachel E <OwenRE@state.govmailto:OwenRE@state.gov>; Sadler-Gray, Sharon D (LAC/CUBA) <ssadler-gray@usaid.govmailto:ssadler-gray@usaid.gov>; Barsa, John (LAC/AA)

<jbarsa@usaid.govmailto:jbarsa@usaid.gov>; Smith, Jeffrey B <SmithJB@state.govmailto:SmithJB@state.gov>; Miller, James N <MillerJN@state.govmailto:MillerJN@state.gov>; Bond, Margaret H <BondMH@state.govmailto:BondMH@state.gov>; Cook, Nerissa J <CookNJ@state.govmailto:CookNJ@state.gov>

Cc: Grigsby, Garrett (HHS/OS/OGA)

<Garrett.Grigsby@hhs.govmailto:Garrett.Grigsby@hhs.gov>; Mciff, Colin (HHS/OS/OGA) <Colin.Mciff@hhs.govmailto:Colin.Mciff@hhs.gov>; Arboleda, Nelson

<Nelson.Arboleda@hhs.govmailto:Nelson.Arboleda@hhs.gov>

Subject: Draft PAHO Agenda

Importance: High

Dear Colleagues:

Friday

Thank you for taking time to join the call yesterday on PAHO. We are able to confirm the meeting on Friday, January 10 at 1:30pm. Dr. Etienne, Dr. Merle Lewis (PAHO Chief of Staff) and Stewart Simonson will attend for PAHO.

As we discussed the draft agenda for the meeting is attached. We would be happy to discuss specific items on the agenda and expect the meeting to be more conversational than formal. Please let me know if you will be attending this meeting. It will helpful to update the agenda and identify who will lead discussion items.

Best,

Mara

Mara M. Burr, JD, LL.M  
Director, Multilateral Relations  
Office of Global Affairs  
Office of the Secretary  
U.S. Department of Health and Human Services

Telephone: 202-205-4677

Mobile: (b)(6)

**9:45 AM - 10:45 AM**

## Venezuela Scenario Planning -- 6th Floor SCIF

POC: Annie Tulann

Staff: LAC, DCHA

Briefer: Yes

SA: Yes

11:00 AM - 11:30 AM

**LAC Campaign plan pre-brief -- LAC/AA Conference room**

**<br>**This is a pre-brief for the Friday Jan 10 LAC Campaign Plan meeting between John Barsa and Bill Steiger.&nbsp;&nbsp;&nbsp;<br><br><br>**Roberto,** (and Ryan)<br><br>This meeting is now scheduled for January 10th with John Barsa, Bill Steiger and Kaush-it is clear choice related.&nbsp;  The title of the meeting is "LAC Draft Campaign Plan".&nbsp;  The plan is in the safe in the front office and I also have it on classnet electronically and can forward to anyone who needs it.&nbsp;&nbsp;&nbsp;<br><br>David Bendana sent out the original request to all the offices to write in their input into the margins of the plan.&nbsp;  He attended the original meeting because he has TS/SCI-your office has the lead on clear choice and should be taking over from David on this coordination.&nbsp;  There will be a pre-brief with John Barsa on Thursday Jan 9th to prep him for the meeting on the 10th.&nbsp;&nbsp;&nbsp;<b>If possible</b>&nbsp; &nbsp;you should do an unclass briefer for John covering the LAC campaign plan and have it ready prior to this pre-brief.&nbsp;  As a minimum you should be able to discuss the key points of the campaign&nbsp;&nbsp;plan, LACs recommended edits and initial thoughts as to how the LAC Bureau will support the government wide campaign plan.&nbsp;  Please let me know if you have any questions.&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;

Friday

PSE Pre-Brief -- AA/LAC Conference Room 05.09.10

Count down call with Haiti Mission -- LAC/AA conference room (b)(5) access code (b)(6) PIN (6)

**12:00 PM - 12:30 PM**

[illegible]

Staff: LAC

**Travel to State Dept**

5/28/2020 9:51 AM  
AID-20-0782, 20-0783-D-000190

Friday



## January 10, 2020 Continued

Friday

9:30 PM - 10:45 PM

Meeting with Dr. Teo Babun -- 3555 SW 8th St, Miami, FL 33135, USA

<p>Teo&nbsp;Babun's cell phone (b)(6) &nbsp;&nbsp;&nbsp;<br></p><p><u>Implementing Partner:</u></p><p><b>Outreach Aid to the Americas (OAA) </b>received a new USAID grant on October 1, 2019 to help improve food security and health conditions for political prisoners in Cuba through the provision and distribution of humanitarian assistance in the form of food and health supplies. The program is designed to alleviate the hardships suffered by those who have lost some or all ability to support themselves or their families because of their political or religious beliefs.&nbsp;OAA's primary network for the delivery of assistance is the evangelical church and member organizations.</p><br><br><br><u>Meeting Participant:&nbsp;</u><br>Dr. Teo A. Babun has over 25 years of experience managing U.S. Government programs focused on Cuba, other Caribbean countries and Central America. Dr. Babun is a senior compliance manager for Federal Funds, and Federal Grants having managed successfully more than 15 Federal Awards in the last 11 years. His experience with U.S. Government awards, including contracts ranges from managing grants as the Chief of Party (COP) to Senior Advisor. Dr. Babun is the President & CEO of Outreach Aid to the Americas, Inc. (OAA), a non-profit organization that trains beneficiaries on free market and democracy concepts, and which provides humanitarian aid and services to vulnerable persons in the Latin America Region (LAC Region).&nbsp;As President & CEO he provides strategic guidance for the implementation of all the Programs. He has a general overview expertise of the in-country policy issues and history, programmatic history to help make the projects successful. Dr. Babun was born in Cuba.&nbsp;</p>

## January 11, 2020

Saturday

All Day

John in Haiti

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

10:31 AM - 12:35 PM

Flight to Port-au-Prince (AA 949) -- Miami MIA

American flight 949

Miami MIA 11:09am (local time) - Port-au-Prince PAP 1:19pm (local time)

Confirmation number: (b)(6)

## January 12, 2020

Sunday

All Day

John in Haiti

Please See Above

Sunday

Confirmation number: (b)(6)

Confirmation number: (b)(6)

## Monday

Confirmation number: (b)(6)

Tuesday

5/28/2020 9:51 AM  
AID-20-0782, 20-0783-D-000193

## January 14, 2020 Continued

Tuesday

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

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 <b>Scott Hocklander</b>, Mission Director for &nbsp;<b>Moldova</b>. <br><br>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." <br><br>Please arrive early to get a seat. We have a space limitation of 40 seats. <br><br>-----\*\*\*PHONE DIAL-IN\*\*\*-----<br>For those who cannot join us in person, please call in: <br><br>Dial-in (U.S. and Canada): (b)(5) &nbsp;<br>Participant Code: (b)(6) <br>-----\*\*\*PHONE DIAL-IN\*\*\*-----<br><br>We look forward to seeing you!<br><br>Please contact Katherine Magalif (<a href="mailto:kmagalif@usaid.gov">kmagalif@usaid.gov</a>) with any questions.<br>

<br>-----<br><b>BIOGRAPHIES:</b><br><br><b>Scott Hocklander </b>is the Mission Director for the US Agency for International Development Mission in Chisinau, Moldova. Prior to assuming the post with USAID/Moldova, Mr. Hocklander served as the Deputy Mission Director in the Democratic Republic of the Congo and as the Director of the Office of Democracy and Governance Office in Afghanistan, the Office of Economic Growth and Agriculture Office in Pakistan, and the Office of Assets and Livelihoods in Transition Office in Ethiopia. He also worked for USAID's Office of US Foreign Disaster Assistance, Office of Food for Peace, and Office of Transition Initiatives serving on disaster response teams in Kenya, Ethiopia, Sudan, Sri Lanka, and the Caribbean.&nbsp;<br><br>Mr. Hocklander began his career with the federal government in 1995 with the US Department of Agriculture serving on a US Forest Service "Hotshot" firefighting crew and as a smokejumper fighting wildland fires for the US Department of the Interior in Alaska. He also spent two years in Washington, DC with the International Programs of the US Forest Service. A native of Gooding, Idaho, Mr. Hocklander attended the American University in Bulgaria, received a B.S. in Political Science from Willamette University, and holds an M.A. in Development Studies from George Washington University.

1:00 PM - 2:00 PM

### Quarterly Bureau OE Budget Meeting -- Large LAC Conference Room

Office Directors,<br><br>This is our first quarterly budget meeting to talk about current budget execution rates, discuss any issues and determine if we need to make any adjustments to the current allocations for this year.&nbsp;   If you cannot attend, please have someone attend from your office that is able to speak to your

(b)(5)

## January 14, 2020 Continued

Tuesday

(b)(5)

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)  
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

4:00 PM - 4:30 PM

**\*Weekly Venezuela Touch-Base -- ES Team Room**

POC: Rhea Kapadia  
Briefer: Annotated Agenda  
SA: Yes  
Staff: LAC, OFDA

## January 15, 2020

Wednesday

12:00 AM - 12:00 AM

John in Haiti

Please See Above

7:45 AM - 11:59 AM

Flight to Miami (AA 932) -- Quito UIO  
American flight 932  
Quito UIO 7:45am (local time) - Miami MIA 11:59am (local time)

Confirmation number: (b)(6)

8:30 AM - 9:30 AM

**Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID\_Front Office Leadership-USAID**  
Dear colleagues,<br><br>Please join us in the Point IV Conference Room every Wednesday from 8:30 am - 9:30 am for the Senior Management Meeting (SMM).&nbsp; These meetings will be chaired by the Administrator. <br><br>Each Bureau or Independent Office (B/IO) should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM. Attendees should be AA- or Director-level.&nbsp; Substitutions due to official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on. &nbsp;<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes

10:00 AM - 11:00 AM

**Meeting w/ Miguel Pizarro -- Point IV Conference Room**  
POC: Rhea Kapadia  
SA: No  
Briefer: No

## January 15, 2020 Continued

Wednesday

Staff: LAC, DCHA

Please be aware this meeting will take place mostly in Spanish. We prefer not to have translators present as it is distracting to Mr. Pizarro.

1:35 PM - 3:49 PM

### Flight to Miami (AA 903) -- Port-au-Prince PAP

American flight 903

Port-au-Prince PAP 1:28pm (local time) - Miami MIA 3:29pm (local time)

Confirmation number: (b)(6)

2:00 PM - 2:30 PM

### Weekly Signals Check -- ES Team Room

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Iraq/Syria<br>WGDP<br>DFC<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

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><br><br>Please come to this session if you want a walk through of how to complete your form or if you have any questions.<br><br><b>Please note:</b><br><br>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.<br><br></i></p></div>
<div data-bbox=



## Thursday

## Chiropractor

### Travel to RRB

Call: A-A/S Kozak -- Eibhilin will call Kozak (b)(6)

**Discuss all hands meeting on Friday -- John's Office**  
Quick meeting to discuss the Friday all hands.

John Barsa -- A/AID's suite  
POC: Eibhilin Whittemore  
Staff: LAC  
Briefers: No  
SA: No

**Interview: Anita Winsor -- Counselor's Suite Conference Room**

**Finish ILTP -- John's Office**

**PSE Prebrief -- LAC/AA Conference Room**  
IN PREPARATION FOR MEETING WITH PSE HUB LEADERSHIP:

Meeting with PSE HUB will have the following agenda:

To collaboratively discuss the state of PSE in the region and jointly identify key support needs for PSE. Agenda:

- 1) PSE Team to share insights from PSE partnerships reported in the region (“Data decks” available here) as one form of PSE
- 2) Discuss and plan the review of PSE plans submitted from the region
- 3) Identify strategic PSE support needs for the region for 2020

**Chat with James before Tim R. Call**

## Haiti debrief with Tim

(b)(5)

## Friday

CALL: Front Office Check-In -- See the google hangouts number below,  
<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

Friday

Join: (b)(5)

(b)(5)

View more phone numbers: (b)(5)

(b)(5)

**LAC Bureau All Hands Meeting -- Ronald Reagan Building Point IV Conference Room-Call in Number**

(b)(5)

(b)(5)

\_\_is\_owner="true">Agenda can be found here and is posted below.</a>&nbsp; Thanks.&nbsp;<br><br><b><p>LAC Bureau All Hands&nbsp;</p><p>Friday, January 17th</p><p>9:00-9:45 am</p><p>Point</p><p>&nbsp;<br>IV Conference Room</p><p>Toll Free - 888-330-1716<br>Access Code - (b)(6)</p><p>Agenda</p><p><span>Welcome and LAC/AA updates (5 mins) - AA John Barsa</span></p><p><span>Update on Bureau Retreat Actions (5 mins) - DAA Barbara Feinstein<br></p><p><br></p><p><span>-Professional Development working group (5 mins) - Mark Carrato<br></p><p><span>-</span></p></p>

(b)(5)

(b)(5)

John Hytten

LAC Bureau Training and Development Focus (10 mins) - AA John Barsa and John Hytten

(b)(5)

href="https://leadership.opm.gov/index.aspx"><span>Federal Executive  
Institute</span></a><span> and </span><a  
href="https://fsitraining.state.gov/"><span>Foreign Service  
Institute</span></a>&nbsp;</p><p><span>-Other agency  
resources&nbsp;</span></p><p><br></p><p>Questions (10 mins) - LAC  
leadership<br></p><p><br></p><p>Bureau Cleanup Guidance (5 mins) -  
John Hytten<br></p><p><b></b><br></p><p><br></p></b>

## Sustainable Development in Haiti Meeting (Part 2) -- Point IV

[illegible]

January 17, 2020 Continued

Friday

11:00 AM - 4:00 PM

Hold for Bureau Cleanup- Khāne-takānī. -- LAC Bureau

LAC Team,

Given that it was nearly 75 degrees this past weekend and it seems like it has been a really long time since anyone threw anything out in this Bureau it is time for us to have a good old fashioned  
Khāne-takānī.  
  
What is  
Khāne-takānī  
you ask?  
For all the non-Persian speakers in the Bureau it literally means the “shaking of the house” but of course we are not going to be shaking any houses here.  
Instead we will use the non-literal translation of SPRING CLEANING!  
  
Very atypical of USAID we are actually going to start our spring cleaning a little bit early (when is the last time anything started early at USAID?) but hopefully you get  
the point.  
As my many Zoroastrian friends have told me the idea of purifying with cleanliness is a way of keeping evil away from the kingdom of good.  
In this case we are hoping that we can clean up our work areas and our common areas and get rid of all the evil in the kingdom of the LAC Bureau.  
But enough with my Persian references and people start to question how I am so familiar with the 18th largest country in the world and home to one of the oldest civilizations.  
Here are some details on how we are actually going to do this.

**The date will be Friday January 17th, 2020 immediately following the Bureau all hands.**  
**General Guidance for**  
Khāne-takānī  
**Dress down** (i.e., jeans or something that you will not mind getting dirty)  
**Minimize meetings** (ideally none)  
- The day is for cleaning and organizing common and personal space.  
**Team-building**  
- Offices should feel free to organize something fun during the day in the spirit of collaboration (i.e., bagels for breakfast, afternoon snacks, etc.)  
**Supply Swap**  
- Space will be made available in 5.08-33 for people to bring supplies they no longer need. Please just bring supplies and not garbage-for the most part if in doubt, throw it out.  
Starting after 2:00 p.m. staff will be invited to “shop” recycled supplies. Items left at the end of the day will be returned to stock.

**Unwanted equipment and furniture**  
- Please work with EMT for any disposal of unwanted equipment and furniture.

<https://pages.usaid.gov/M/MS/IRD/records-management>  
**Records Management**  
- As a reminder, records management is everyone’s responsibility. In conjunction with the bureau cleanup day (Khāne-takānī-I just love typing that), please review your office's record files (both paper and electronic) with the following measures to accomplish

1. Review, store, shred and securely dispose/delete paper and electronic (temporary, unneeded) files based on Records Disposition Schedule.
2. Identify permanent file records for retirement to M/MS/IRD. Please see attached forms and information about retirement of records.
3. Coordinate with your colleagues on the existing records they manage and create a master list of official records and its designated file locations for both electronic and paper.
4. Inspection of items in the file

## Friday

[illegible]

**1:00 PM - 2:00 PM**

ACVFA Sub-Committee on Closed & Closing Spaces -- Mandela Room 7.08.450-460  
POC: Elyse<br>Staff: ACVFA, DRG<br>Special Assistant: yes<br>Briefer: yes<br><br><b><u>Attendees</u></b>:<br><br>Dan Runde&nbsp;&nbsp;&nbsp;<br>Kimber Shearer<br>Ken Wollack<br>Doug Rutzen

**3:00 PM - 3:30 PM**

**Hiring - LAC -- Karen will call 202-712-4800**

**4:00 PM - 4:30 PM**

### Chat about CMC Position

## Monday

8:30 AM - 9:00 AM

**CALL: Front Office Check-In -- See the google hangouts number below,**  
 <b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
 FO Principals<br>GC

[illegible]

Please do not edit this section of the description.

This event has a video call.

Join: (b)(5)

(b)(5)

View more phone numbers: (b)(5)

(b)(5)

[illegible]

**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.



## January 22, 2020 Continued

Wednesday

11:30 AM - 12:00 PM

### AA Barsa Call with Amb Johnson

Ambassador Johnson will call LAC main line 202 712-4800.

Team - Can someone please add this to John's calendar for 11:30AM tomorrow? We have printed out points for him, and placed them in his notebook.

\*\*\*\*\*

Barbara Feinstein  
Deputy Assistant Administrator  
Bureau for Latin America and the Caribbean  
USAID  
(202) 712-4800  
bfeinstein@usaid.gov

\*\*\*\*\*

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

From: Barbara Feinstein <bfeinstein@usaid.gov>

Date: Tue, Jan 21, 2020 at 5:49 PM

Subject: Re: AMB call with John Barsa

To: Lopez, Patricia <LopezP3@state.gov>

Cc: Gosney, David <dgosney@usaid.gov>, Martinez, Johanna (LAC/AA)

<johmartinez@usaid.gov>, San Salvador EXEC OMS

<SanSalvadorEXECOMS@state.gov>, de Freese, Laurie

<ldefreese@usaid.gov>, Carrato, Mark (LAC/CAM) <mcarrato@usaid.gov>,

Alvayero, Rosa (SanSalvador /DIR) <ralvayero@usaid.gov>

12:00 PM - 12:30 PM

1:1 with Chris Cushing -- John's Office 05.09.12

12:30 PM - 1:00 PM

Discussion on CDCS & Arrival at Post -- LAC AA Conference Room 05.09.10

1:00 PM - 2:00 PM

Comms Interview -- Ronald Reagan Building and International Trade Center, 1300 Pennsylvania Ave NW, Washington, DC 20004, USA

Please enter through the 14th street entrance, the entrance is located between constitution and pennsylvania across the street from the department of commerce and someone will be waiting to escort you through security and up to John's office.

Thanks!

2:00 PM - 3:45 PM

USAID Mexico Phase II DVC -- Large LAC Conference Room 5.09-040

(b)(5)



(b)(5)

January&nbsp;22, 2:00 pm - 3:45 pm EST, the LAC Bureau and USAID/Mexico 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 already been circulated for review.&nbsp;<br><br>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. &nbsp;<br><br>If you have any questions, please reach out to Clare Sabo,&nbsp;<a href="mailto:csabo@usaid.gov">csabo@usaid.gov</a>.

3:00 PM - 3:30 PM

**Weekly Signals Check -- ES Team Room**

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>DFC<br>Coronavirus<br>Haiti<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

## January 22, 2020 Continued

Wednesday

3:30 PM - 4:00 PM

Cuba Programming Discussion -- AA/LAC Conference Room

4:30 PM - 5:00 PM

Dan Twining, IRI President -- A/AID Suite

POC: Elyse  
Staff: DCHA, AFR, LAC  
Special Assistant: yes  
Briefer: yes  
Topics: Africa, LAC (particularly Venezuela)  
**Attendees**:  
<https://www.iri.org/who-we-are/bod/dr-daniel-twining> Dan Twining, President  
<https://www.iri.org/who-we-are/bod/scott-mastic> Scott Mastic, Vice President for Programs  
<https://www.iri.org/who-we-are/bod/gregory-kearns> Greg Kearns, Africa Director  
<https://www.iri.org/who-we-are/bod/antonio-garrastazu> Tony Garrastazu, LAC Director

## January 23, 2020

Thursday

8:30 AM - 10:00 AM

Atlantic Council Venezuela Event -- Atlantic Council, 1030 15th St NW 12th floor, Washington, DC 20005, USA

Dear Eddy, John, and Alex,  
As I am sure you have heard, the Lab is working with LAC to organize an event next Thursday, Jan. 23 at Atlantic Council in DC to mark the one-year anniversary of Juan Guaido's recognition as Interim President of Venezuela, and to highlight USAID's contributions to the regional response to date (including humanitarian/development assistance and the BetterTogether Challenge). This request to do an event originated with the NSC after a briefing on Venezuela response efforts. The Atlantic Council has been an official outreach partner for the Challenge since the launch in October 2019 and has developed a video we can launch at the event.  
The proposed format of the one-hour event begins with opening remarks by Administrator Green, followed by a panel with LAC/AA John Barsa, IDB Lab CEO Irene Arias Hofman, and IDB Executive Director for Venezuela Gina Montiel or another proposed speaker that may be able to provide the Venezuelan perspective. The event will be moderated by Atlantic Council Latin America Center Director Jason Marczak.  
The full event proposal is ready for your clearance

(b)(5)

your insights and suggestions for making this event a successful one for USAID. Once we have your feedback, we will be circulating invitation language.  
Warm Regards,  
Lorin

10:00 AM - 10:30 AM

Travel to RRB

## Thursday

## Cuba Survey Presentation -- LAC AA Conference Room

## DFC Senior Leadership Working Group -- Point IV

**HOLD - Haiti Elections Mtg with CEPPS partners -- LAC Large Conference Room - Call-in info below**  
5.09.40 LAC Large Conference Room

PIN (b)(5)

HOS

Friday

**CALL: Front Office Check-In -- See the google hangouts number below,**  
**<b><u>Attendees</u></b>:** <b>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
 FO Principals<br>GC

[illegible]

This event has a video call.

(b)(5)

(b)(5)

[illegible]

**Bureau Review -- LAC AA Conference Room**

## Last Minute Brazil Trip Meeting

Conference Line for Ted if he wishes to call in to answer any last minute questions about the agenda etc.

Access Code (b)(5)

Host Code:

**Briefing on Solid Waste Issues in Haiti -- AA/LAC Conference Room**

### Mexico Discussion -- Front Office Suite

POC: Alex Rice

SA: No

Briefer: No

Friday

**Amazon/Colombia Forestry Discussion -- LAC AA Conference Room**

**\*Weekly Venezuela Touch-Base -- ES Team Room**

POC: Rhea Kapadia  
 Briefer: Annotated Agenda  
 SA: Yes  
 Staff: LAC, OFDA

Meeting with AAs -- Counselor's Suite Conference Room  
no materials

Saturday

## TDY to Brazil

Flight to Miami (AA 1520) -- Washington DCA  
American flight 1520  
Washington DCA 3:32pm (local time) - Miami MIA 6:34pm (local time)  
Confirmation number: (b)(6)

Flight to Brasilia (AA 213) -- Miami MIA  
American flight 213  
Miami MIA 7:50pm (local time) - Brasilia BSB 5:25am (local time)  
Confirmation number: (b)(6)

Sunday

**Please See Above**

**Flight to Brasilia (AA 213) -- Miami MIA**  
Please See Above

## Monday

**Please See Above**

CALL: Front Office Check-In -- See the google hangouts number below,  
<b><u>Attendees</u></b>:<br>A/AID<br>DA/AID<br>C/AID<br>CoS<br>DCoS<br>ES<br>Director of Scheduling <br><br>Special Assistants to  
FO Principals<br>GC

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Please do not edit this section of the description.
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## Monday

Join: (b)(5)

(b)(5)

View more phone numbers: (b)(5)

(b)(5)

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.

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

## Comms weekly look ahead -- John's office

## Tuesday

## TDY to Brazil

**Please See Above**

**Mission Call - GLOBAL - (b)(5)**

Meeting ID (b)(6)

The regional calls are geared primarily for Missions in the specific regions as well as their corresponding regional bureaus. Missions from other regions may call in but are not required to do so. Global calls are still for all Missions. Please see the call schedule below.

**Tuesdays 8:15AM - 9:00 AM ET**

1.408.740.7256 (United States) (Alternate number)  
Meeting ID (b)(6) SCHEDULE - 2019  
January 1 No call - New Year's Day  
January 10 Global Call (Furlough)  
January 24 Global Call (Furlough)  
February 5 Global Call  
February 12 Regional Call (ME)  
February 26 Global Call  
March 12 Regional Call (OAPA)  
March 26 Global Call  
April 9 Regional Call (Africa)  
April 23 Global Call  
May 7 Regional Call (Asia)  
May 21 Global Call  
June 4 Regional Call (E&E)  
June 18 Global Call  
July 2 Regional Call (LAC)  
July 16 Global Call  
July 30 Regional Call (ME)  
August 13 Global Call  
August 27 Regional Call (OAPA)  
September 10 Global Call  
September 24 Regional Call (Africa)  
October 8 Global Call  
October 22 Regional Call (Asia)  
November 5 Global Call  
November 19 Regional Call (E&E)  
December 3 Global Call  
December 17 Regional Call (LAC)  
December 31 No call - New Year's Eve

\*\*\*DETAILED DIAL IN INFO BELOW\*\*\*

Phone etiquette: please do NOT put your phone on hold. Please DO put your phone on mute (use your phone's mute button). We have many Missions on the call, and this will make it easier for all to hear.

If you would like to suggest a topic for discussion, please email [MDCall@usaid.gov](mailto:MDCall@usaid.gov).

**Note:** These calls are geared specifically towards communication with the field and include MDs, DMDs, SDAs, and AID Reps, as well as AAs. Please do not share call-in information widely so that we can have a more



## January 28, 2020 Continued

Tuesday

productive conversation. </i><br><br>\*\*\*\*\*Dial-In  
Information\*\*\*\*\*<br>1) Dial phone number:<br><br>(b)(5)  
(United States)<br>(b)(5) (Alternate number)<br>Additional  
(b)(5) Enter  
Meeting ID:(b)(6) <br><br>3) Press #<br><br>4) You will be  
placed directly into the call. Please note: there is no "entrance  
music" on this line - you will hear silence until the call starts.  
Make sure your phone is on mute (use your phone's mute button) at all  
times except when you are asking a question.<br><br>\* \* \* \* \*  
\* \* \* \* \*<br><b>AGENDA</b><br><br>MISSION CALL WITH  
ADMINISTRATOR<br>8:15 a.m. - 9:00 a.m. ET<br><br>I>Welcome - Chris  
Milligan, Agency Counselor [2 minutes]<br><br>II.USAID Update and Q  
& A [40 minutes]<br><br>III.Announcements - Kathryn Stevens,  
DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

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

2:00 PM - 3:00 PM

LAC Sr Staff Meeting -- 5.9.10 Dial in (b)(5) Access Code: (b)(6)  
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

## January 29, 2020

Wednesday

All Day

TDY to Brazil

Please See Above

7:00 AM - 10:35 AM

Flight to Boa Vista (LA 4674) -- Brasilia BSB  
LATAM flight 4674  
Brasilia BSB 8:54am (local time) - Boa Vista BVB 11:29am (local time)  
Confirmation number: (b)(6)

8:30 AM - 9:30 AM

Senior Management Meeting (SMM) -- Point IV , US-RRB-Cal-A.AID\_Front\_Office\_Leadership-USAID  
Dear colleagues,<br><br>Please join us in the Point IV Conference  
Room every Wednesday from 8:30 am - 9:30 am for the Senior Management  
Meeting (SMM).&nbsp; These meetings will be chaired by the  
Administrator. <br><br>Each Bureau or Independent Office (B/IO)  
should send<b> one (1)&nbsp;</b>representative<b> </b>to every SMM.  
Attendees should be AA- or Director-level.&nbsp;<br><br>Substitutions due to

## January 29, 2020 Continued

Wednesday

official travel, leave, or other engagements are permitted.&nbsp; Agency Special Coordinators may also attend. No other plus ones will be accepted.&nbsp;<br><br>Each representative should come prepared to talk about one (1) important issue that their B/IO is working on.&nbsp;<br><br>If you have any questions, please reach out to the Office of the Administrator at 202-712-4040.<br><br>Thank you,<br>Office of the Administrator<br><br><b><u>ES</u></b><br>POC: Annie Tulann<br>SA: Yes<br>Agenda: Yes

2:30 PM - 3:00 PM

### Weekly Signals Check -- A/AID Suite

Hi everyone,<br><br>The Administrator would like to talk about the following topics during this weekly meeting:<br><br>Venezuela<br>REM<br>Ebola<br>Yemen<br>DFC<br>Coronavirus<br>Haiti (protests/decrees)<br><br>Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.<br><br>There will be no call-in line for this meeting. If you cannot attend in person, please email <a href="mailto:aaaid-fo-scheduling@usaid.gov">aaaid-fo-scheduling@usaid.gov</a> or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.<br><br>If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.<br><br>Please let us know if you have any questions.

4:30 PM - 5:00 PM

### Weekly Signals Check -- A/AID's Office,

Hi everyone,

The Administrator would like to talk about the following topics during this weekly meeting:

Venezuela (AA Barsa [Steve Olive], Jessie)  
Yemen (AA Harvey, Katey)  
Ebola (Nick Cox)  
Locusts (Cara Christie)  
Syria (AA Harvey, Johs)

Each topic will be covered for 2 minutes total. This does not mean 2 minutes per person.

There will be no call-in line for this meeting. If you cannot attend in person, please email [aaaid-fo-scheduling@usaid.gov](mailto:aaaid-fo-scheduling@usaid.gov) or call 202-712-4040 to alert the Administrator's scheduling team that you would like to send a substitute.

If your substitute's name is not received by the scheduling team before 1 hour prior to the start of the meeting, they will not be allowed to join.

Please let us know if you have any questions.

5:00 PM - 5:30 PM

### Haiti Meeting Pre-Brief -- Counselor's Conference Room

Make sure everyone is on the same page for tomorrow's Haiti Meeting with the Administrator.&nbsp; This is in response to the <a

## Wednesday

Refrain from being overly bureaucratic

- A/AID doesn't need to know all of the details on various programs
- Move up timeline
- Flesh out the fund
- Tighten steps

USAID should lead in the interagency

I'll join late after getting done with another meeting.

## Thursday

**Please See Above**

<b><p>FSN Advocacy Council meeting with Administrator Green</p><p>January 30, 2020, 8:00 AM Washington </p><p>Point IV Conference Room</p><p>&nbsp;VTC: 78540 Voice only: 1-240-646-5040, code (b)(6)&nbsp;</p><p>&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;</p><p><br></p></b>

**Weekly check-in with Alex Sutton -- John's office (5.9-12)**

Haiti Strategy Session -- A/AID's suite  
POC: Eibhilin Whittemore  
Staff: LAC  
Briefer: Annotated Agenda  
SA: Yes

**Social Gathering -- Thunder Grill @ Union Station (50 Massachusetts Avenue, NE, Washington, D.C. 20002)**  
**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 5:00 p.m. at:

Thunder Grill at Union Station (we have secured a dedicated space)  
50 Massachusetts Avenue, NE  
Washington, D.C. 20002

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).

Sincerely,

John and Cameron

Friday

**Please See Above**

This is a reoccurring meeting every two weeks until we have the LAC Mission Director Conference on 9-14 March.

Briefer: No

Saturday

**Please See Above**

Confirmation number: (b)(5)