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U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

*Assistant
Administrator*

MAY 8 1991

Ms. Sandra Thurman
Director
Office of National AIDS Policy
736 Jackson Place
Washington, DC 20503

Dear Sandy:

Time has slipped quickly by, but I wanted to take a moment to thank you for coming out to Annapolis for the Africa Bureau's Mission Directors' conference. Your contributions during the session on *HIV/AIDS: The Crisis, Response, and LIFE* made a real difference, and we appreciated your time and thoughtful comments. Thank you again for meeting with us.

Sincerely,

Vivian Lowery Derryck
Bureau for Africa

9:00 -
11:00 - after

**To: Sandy Thurman
Director, Office of National AIDS Policy**

**From: Ranta Russell
Office of Development Planning
USAID Bureau for Africa
(202) 712-1137
fax (202) 216-3016
russell@usaid.gov**

Thank you for agreeing to address the USAID Africa Bureau's mission directors conference during the HIV/AIDS roundtable on Wednesday, March 8, from 1:45-3:15, at the Loews Annapolis Hotel in Maryland. The attached agenda names other participants in the conference who will help initiate discussion.

The conference will be attended by about 24 mission directors from our field missions as well as senior staff from AFR/Washington (see attached participant list). The room will be set up in a roundtable format to encourage cordial, open discussion. You will be seated as part of the roundtable and have a table mike in front of you.

The conference will be held at the Loews Annapolis Hotel, in the Windmill Point Room, located on the second floor of the Powerhouse Conference Center. Directions to the hotel follow. I will meet you in the lobby of the hotel around 1:30 to escort you to the room. In case of emergency on March 8, you can contact me by cellphone at (703) 346-0829.

Please have your assistant fax me bio information we can provide to the mission directors at (202) 216-3016. Also, if there is information you wish included in the mission directors notebook that pertains to your session, please let me know.

We're delighted that you will be a part of this important event.

Sandra L. Thurman
Director
Office of National AIDS Policy
AFR Mission Directors Conference

- 12:45 Leave from 736 Jackson Pl. You will travel by car to the Loews Annapolis Hotel in Maryland. The Conference will be held in the Windmill Point Room, which is located on the second floor of the Powerhouse Center.
- 1:30 Meet Ranta Russell, who is the control room director, in the lobby of the hotel. She will escort you to the Windmill Point Room.
- 1:45-3:00** Afternoon Session 1: HIV/AIDS Roundtable: *The Crisis, Response, and LIFE*
- Other Participants:
Alex Ross, AFR/SD
Dawn Liberi- Field Missions in Uganda
Frank Young-Field Missions in Ghana
 - The room you are in will be set up in a roundtable format to encourage open discussion. You will be seated as a part of the roundtable and you will have a table mike in front of you.
 - The Conference will be attended by about 24 mission directors from their field missions as well as some members of their senior staff from here in Washington.
- 3:15 Car Pick-up, travel back to 736 Jackson Pl.

**To: Alex Ross ✓
AFR/SD**

**From: Ranta Russell
Office of Development Planning
USAID Bureau for Africa
(202) 712-1137
fax (202) 216-3016
russell@usaid.gov**

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AGENDA
AFR Mission Directors Conference
March 5-8, 2000
Loews Annapolis Hotel
Annapolis, MD

Sunday, March 5

Afternoon

3:00-6:00 Arrive and check-in at site.

Evening Session

6:30 Cash bar open

7:00-9:00 Informal get-together with the AA/AFR, Vivian Lowery Derryck
Drinks and dinner at hotel

Monday, March 6: Looking Externally

8:30-8:45 Opening: *Welcome and Program notes*— Jay Smith, AFR/DP

Morning session I

8:45-9:30 **Slicing the Funding Pie:** *AFR program and operational responses to the shift in allocation of resources to CSD at the expense of EG and DG funding;*

Discussants: DAA/AFR, Keith Brown; Jay Smith AFR/DP; Jock Conly, USAID/Kenya; Kiert Toh, USAID/Malawi

9:30-10:30 **Keynote address:** Leonard Robinson, Executive Director, National Summit on Africa

10:30-10:45 Break

Morning session II

10:45-12:00 **U.S. Policies and Priorities in Africa Roundtable**

Discussants: State AS Africa Susan Rice; Gayle Smith, NSC; AA/AFR Vivian Derryck; Tom Hobgood, USAID/Nigeria; Stacy Rhodes, USAID/South Africa

12:00-1:15 Lunch
Open

Afternoon session I

1:30-2:45 **USAID/State Relationship Roundtable – *The “New Partnership” between State and USAID – in Washington and in the Field***

Discussants: DAA/PPC Dirk Dijkerman; Ann Richard, Director State RPP; Jay Dehmloew, State RPP; DAA/AFR Valerie Dickson-Horton; Dick Goldman, USAID/Rwanda; Walter North, USAID/Zambia

2:45-3:30 Coalition Building: Experience in Microcredit

Discussant: Sam Daley-Harris, Microcredit Summit Campaign; Jock Conly, USAID/Kenya; Jim Hradsky, USAID/Mali

3:30-3:45 Break

Afternoon session II

3:45-4:45 Legislative Update

Discussants: AA/LPA, Joe Crapa, DAA/AFR Verne Newton; Rudy Thomas, USAID/Liberia; Rose Marie Depp, USAID/Zimbabwe

5:00-6:00 Congressional Outreach Roundtable

Discussants: AA/LPA, Joe Crapa, Congressional Staff (invited); DAA/AFR Verne Newton; Keith Simmons, USAID/Angola; Stacy Rhodes, USAID/South Africa

6:00 Evening event: Informal get together with AA/LPA Joe Crapa and staffers. Drinks and Dinner in Hotel Corinthian Dining Room

Tuesday, March 7: Looking Internally

Morning session I

8:30-9:00 SD Office Update

Discussants: Carleene Dei, AFR/SD, Tom Hobgood, USAID/Nigeria

9:00 Introduction of A/AID: AA/AFR, Vivian Derryck

9:05-10:15 Keynote address and discussion - A/AID, J. Brady Anderson: *Agency and Bureau Priorities*

10:15-10:30 Break

10:30-12:00 Poverty Reduction in Africa Roundtable— *Poverty Reduction Strategy Papers (PRSPs) and Debt Relief*

Discussants: Hugh Bredenkamp, IMF; Ann Duncan, World Bank; Brian Crowe, U.S. Treasury Department; Jan Piercy, World Bank (invited); DAA/PCC Ann Van Dusen; Frank Young, USAID/Ghana; Lucretia Taylor, USAID/Tanzania

Lunch Roundtable

12:30-2:00 Security Roundtable: *Physical and Information Security Issues*

Discussants: Mike Flannery, SEC; Harry Manchester, SEC; Al Nathanson, State DSS; James Craft, IRM; Karen Poe, USAID/Madagascar; Don Clark, USAID/Senegal

Afternoon session I

2:10-2:30 USAID Disability Policy

Discussant: Janet Allem, M/AS/OD

2:30-3:15 Streamlining Operations – *How can we manage our programs more effectively?*

- *How is the Agency responding to Ed Spriggs' plea for procurement reform?*
- *New "multiple award task ordering contracts".*
- *Leader-Associate grants and other A&A changes*

Discussants: Rodney Johnson, M/OP; DAA/AFR Valerie Dickson-Horton; Carole Scherrer-Palma, USAID/Namibia; Ed Spriggs, RCSA

3:15-3:45 Minority Procurement

Discussants: Singleton McAllister, GC; Nancy McKay, AFR/DP

3:45-4:00 Break

Afternoon session II

4:00-5:30 Streamlining Operations - continued

Staffing and OE: *In response to declining resources, how best do we manage staffing and OE? Information and communications technology that works.*

Discussants: AA/M, Terry Brown; Linda Lion, M/HR; DAA/AFR Valerie Dickson-Horton, Harry Birnholz, USAID/Guinea; Buff MacKenzie, REDSO/ECA

5:30-5:50 USAID Target Enterprise Information Architecture – (part of the Information Management Strategic Plan)

Discussant: Pat Kristobek, IRM/IPA

Evening

Open

Wednesday, March 8

Morning session I

8:30-9:15 Food Aid Issues for Africa

Discussants: Jeanne Markunas, BHR/FPP, Nancy McKay, AFR/DP, Bill Garvelink, USAID/Eritrea, Jim Hradsky, USAID/Mali

9:15-10:00 Managing Presidential Initiatives

Discussants: EDDI Coordinator, Sara Moten; Carleene Dei, AFR/SD; AA/AFR, Vivian Lowery Derryck; Carolyn Coleman, AFR/SD; Dick Greene, AFR/SD; Dennis Weller, AFR/SD; Ron Harvey, USAID/DROC; Walter North, USAID/Zambia

10:00-10:15 Break

Morning session II

10:15-11:30 Managing in Africa Roundtable – *The AFR Management Assessment and follow-up; Best practices in the field. Five year Strategic management Plan. Zimbabwe experience, Graduation issues.*

Discussants: Jay Smith, AFR/DP; Bill Jeffers, AFR/SA; Harry Birnholz, USAID/Guinea; Rose Marie Depp, USAID/Zimbabwe

11:30-12:00 Overview of Strategic Partnership with Africa (formerly Special Program of Assistance to Africa(SPA))

Discussant: Keith Brown, DAA/AFR, Catherine Corson, AFR/DP; Doug Sheldon, USAID/Ethiopia; Kiert Toh, USAID/Malawi

12:00-1:30 Informal lunch discussion of NPA (Optional) – *How do we remain a player? Is “Quick Disbursing Assistance” an elusive goal?*

Discussants: Jay Smith, Kiert Toh, Dawn Liberi, Walter North, Frank Young

1:35-1:45 Break

Afternoon session I

1:45-3:15 HIV/AIDS Roundtable: *The Crises, Response, and LIFE*

Discussants: Sandy Thurman, White House; Alex Ross, AFR/SD, Dawn Liberi, Frank Young

3:15-3:30 Break

Afternoon session II

3:30-4:15 What Next? *Break-out Groups on Possible Actions. Topics may include:*

- Procurement?
- Reorganization and staffing?
- Partnerships and constituency building?
- Congressional relations, notifications, and holds?
- Regionalization?
- Crises vulnerability assessments?

Facilitators: AFR/DP Peter Delp, Nancy McKay, Paul Knepp, Harry Dorcus

4:15-5:00 Conclusions: *Report Back from Break-out Groups*

**5:00-5:30 Wrap-up, DAA, AFR Keith Brown
Closing, AA/AFR Vivian Lowery Derryck**

Thursday March 9 (in Washington)

9:00 – 1:00 Geographic Offices Meetings Washington, RRB

2:00- 6:00 Staffing and OE for the Africa Bureau, Room 4.8 E/F, RRB

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**DRAFT LIST OF AFRICA MISSION DIRECTORS CONFERENCE 2000
PARTICIPANTS**

AA/AFR	Vivian Lowery Derryck	Assistant Administrator
	Keith Brown	Deputy Assistant Administrator
	Valerie Dickson-Horton	Deputy Assistant Administrator
	Verne Newton	Deputy Assistant Administrator
	Minnie Wright	Special Assistant
AFR/DP	James Smith	Director
	Paul Knepp	PAB Chief
	Peter Delp	POSE Chief
	Nancy McKay	PFP Chief
	Harry Dorcus	Controller
	Ranta Russell	Control room director
	Catherine Corson	Control officer
AFR/AM	John Mark Winfield	Acting Director
AFR/SD	Carleene Dei	Acting Director
	Richard Greene	Acting Deputy Director
AFR/SA	William Jeffers	Director
AFR/WA	Carol Grigsby	Acting Director
	David Atteberry	Acting Deputy Director
AFR/EA	James Anderson	Director
	Richard Byess	Acting Deputy Director
GC/AFR	Mary Alice Kleinjan	Asst. General Counsel

Field Missions

Angola	Keith Simmons	Director
Benin	Carrie Dailey	USAID/Benin
DROC	Ron Harvey	AID/Rep
Eritrea	William Garvelink	AID/Rep
Ethiopia	Doug Sheldon	Director
Ghana	Frank Young	Director
Guinea	Harry Birnholz	Director
Kenya	Jonathan Conly	Director
Liberia	Rudolph Thomas	Director
Madagascar	Karen Poe	Director
Malawi	Kiertsak Toh	Director
Mali	James Hradsky	Director
Namibia	Carole Scherrer-Palma	AID Rep
Nigeria	Thomas Hobgood	AID Rep
Rwanda	Richard Goldman	AID Rep
Senegal	Donald Clark	Director
South Africa	William S. Rhodes	Director
Tanzania	Lucretia Taylor	Director
Uganda	Dawn Liberi	Director
Zambia	Walter North	Director
Zimbabwe	Rose Marie Depp	Director

REDSO/ESA	Donald Mackenzie	Director
RCSA	Ed Spriggs	Director

Designates

Diana Swain	Director-Designate, Namibia
Erna Kerst	Director-Designate, AFR/WA
Melissa Williams	Deputy Director-Designate, AFR/SA
Pam White	Deputy-Director-Designate, AFR/EA

Control Room Volunteers

Curt Grimm	AFR/DP
Ruth Buckley	AFR/DP