

**October 1, 2019**

Tuesday

12:00 AM - 12:00 AM

Rosh Hashanah

Please See Above

All Day

**MFAN Quarterly Meeting**

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

From: George Ingram <(b)(6)>

Date: Tue, Apr 2, 2019 at 4:43 PM

Subject: Urgent Question

To: James Richardson <jrichardson@usaid.gov>

Jim:

MFAN is holding its quarterly meeting next Tuesday, 1:00 -- 4:00. We had Lesley Ziman scheduled to join us for an hour but she has been pulled off for some budget function with the Secretary.

Can you check you schedule and Bonnie Glick's to see if one of you can join us? If you both are available, we would chose Bonnie as we have not met with her yet.

The time slot for Lesley was 1:00 - 2:00, but we are flexible on when during the 1:00 - 4:00 meeting.

Thanks, George

8:00 AM - 5:00 PM

**Annual Leave**

**October 2, 2019**

Wednesday

8:00 AM - 8:30 AM

**Front Office Check-In -- A/AID Suite**

POC: Serena Frechter, Dore Feith  
Staff: A/AID, DA/AID, C/AID, CoS, DCoS, ES, Special Assistants to FO Principals, and the Director of Scheduling

8:30 AM - 9:30 AM

**CALL: Senior Management Meeting (SMM) -- See the google hangouts number below**

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: Eibhilin Whittmore  
SA: Yes  
Agenda: Yes

Do not edit this section of the description.

This event has a video call.

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

View more phone numbers: (b)(5) - Deliberative Process Privilege

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

8:30 AM - 9:00 AM

**CAR: RRB to Bread for the World -- Bread for the World, 425 3rd St SW Suite 1200, Washington, DC 20024, USA**

9:15 AM - 9:35 AM

**DA remarks to The Movement for Community-Led Development (celebrating Gandhi's 150th birthday anniversary) -- Bread for the World, 425 3rd St SW Suite 1200, Washington, DC 20024, USA**

POC: Dore Feith, Serena Frechter  
Staff: PPL

SA: No  
Briefer: Yes with remarks

9:35 AM - 10:05 AM

**CAR: Bread for the World to RRB**

10:30 AM - 11:00 AM

**HOLD to call Bob and Robert**

## October 2, 2019 Continued

Wednesday

11:00 AM - 12:00 PM

**Ebola Briefing for DA -- US-RRB-ConfRm-6th\_Floor\_SCIF-USAID**  
POC: Serena Frechter, Dore Feith  
SA: No  
Briefer: no

12:00 PM - 1:00 PM

**1:1 Weekly with Eddy (Brown bag) -- DA Suite**  
POC: Hallam Overton, Taylor Slate  
SA: no  
Briefer: no

1:00 PM - 1:30 PM

**Weekly DFC Touchbase -- DA Suite**  
POC: Hallam Overton  
SA: no  
Briefer: no

1:45 PM - 3:00 PM

**Swearing-in Ceremony for MD to South Sudan; Leslie Reed -- Point IV**  
POC: Dore Feith, Serena Frechter  
SA: no  
Briefer: yes with remarks

3:00 PM - 4:00 PM

**WB/IMF Scheduling Meeting -- DA Suite**  
POC: Serena Frechter, Dore Feith  
SA: no  
Materials: WB scheduling proposals

4:00 PM - 4:30 PM

**Read time**

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  
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 [aaid-fo-scheduling@usaid.gov](mailto: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.

5:00 PM - 5:30 PM

**Daily Team Meeting -- DA Suite**  
No Materials

5:30 PM - 7:30 PM

**Hallam & Tanner's Excellent Adventure: A Happy Hour -- POV, 515 15th St NW, Washington, DC 20004, USA**  
Hi everyone,

**October 2, 2019 Continued**

Wednesday

Please join the Front Office in celebrating Hallam Overton and Tanner Mastaw as they head on to their next positions here at USAID.

Hallam is now the Deputy White House Liaison and Tanner's first day as the Congressional Specialist for Asia Bureau is this week.

See you on Wednesday night!

8:15 AM - 9:00 AM

**Mission Call - AFRICA Regional --** (b)(5) - Deliberative Process Privilege  
 \*\*\* Moved due to Administrator travel&nbsp;<br><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. Please see the call schedule below.<br><br><b>Tuesdays 8:15AM - 9:00 AM ET </b><br><br>(b)(5) - Deliberative Process Privilege (b)(5) - Deliberative Process Privilege United States)<br>+  
 (b)(5) - Deliberative Process Privilege Alternate number)<br>Meeting ID (b)(5) - Deliberative Process Privilege <br><br><b>SCHEDULE</b>  
 - 2019<br><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&#amp;E)<br>June 18Global 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><b>September 24Regional Call (Africa)</b><br></b>October 8Global Call<br>October 22Regional Call (Asia)<br>November 5Global Call<br>November 19Regional Call (E&#amp;E)<br>December 3Global Call<br>December 17Regional Call (LAC)<br>December 31No call - New Year'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'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">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) - Deliberative Process Privilege United States)<br>(b)(5) - Deliberative Process Privilege Alternate number)<br>Additional Global Numbers: <a href="https://www.bluejeans.com/numbers">https://www.bluejeans.com/numbers</a><br>https://www.bluejeans.com/numbers</a><br><br>2) Enter Meeting ID (b)(5) - Deliberative Process Privilege <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><b>MISSION CALL</b>  
 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 &#amp; A [40 minutes]<br><br>III.Announcements – Kathryn Stevens, DAA/LPA and Chris Milligan, Agency Counselor [3 minutes]

8:15 AM - 9:00 AM

**Mission Call (AFR) -- Administrator's Suite , US-RRB-Cal-A.AID\_Front\_Office\_Leadership-USAID**  
 POC: Katherine Magalif  
 Staff: See Below  
 Special Assistant: Yes  
 Briefer: Yes

8:15 AM - 8:40 AM

**CAR: RRB to CSIS**  
 Address: Center for Strategic and International Studies, 1616 Rhode Island Ave NW, Washington, DC 20036, USA

8:40 AM - 9:40 AM

**Venezuela's Water Crisis and the Path Forward -- Center for Strategic and International Studies, 1616 Rhode Island Ave NW, Washington, DC 20036, USA**  
 POC: Serena Frechter, Dore Feith  
 SA: no  
 Materials: 5-7 minutes of introductory remarks about Venezuela's humanitarian crisis, how the water crisis is increasing the suffering of the Venezuelan people, and the key role of the international community to help.

## October 3, 2019 Continued

Thursday

**9:00 AM - 9:30 AM**                      **Front Office Check-In -- A/AID Suite**  
POC: Elyse Drum  
Staff: A/AID, DA/AID, C/AID, CoS, DCoS, ES, Special Assistants to FO Principals, Director of Scheduling, AA/LPA, DAA/LPA (Leg), Spox, LPA/Senior Director for Strategy and Communications, and Trips Director

**9:40 AM - 10:10 AM**                      **CAR: CSIS to RRB**

**10:00 AM - 11:30 AM**                      **Full President's Management Council Meeting (PMC) -- EEOB 430**  
<b>\*\*The RSVP process has been updated for the October PMC meeting.\*\*&nbsp;<br></b><br>Please visit the <a href="mailto:pmc.support@gsa.gov">(b)(6); (b)(5) - Deliberative Process Privilege</a> <a href="mailto:pmc.support@gsa.gov">(b)(6); (b)(5) - Deliberative</a> October 2019 PMC RSVP</a> MAX page to RSVP and submit your WAVES information for the October Full PMC Meeting.&nbsp;<br><br>Kindly RSVP and submit the WAVES by COB Tuesday, October 1st.&nbsp;<br><br>Contact <a href="mailto:pmc.support@gsa.gov">pmc.support@gsa.gov</a> with any questions.

**10:15 AM - 11:00 AM**                      **Bangladesh and SE Asia Trip Itinerary Review -- DA Suite**

**12:00 PM - 12:15 PM**                      **CAR: RRB to CIRCA Foggy Bottom**

**12:15 PM - 1:30 PM**                      **Lunch with Adam Boehler -- CIRCA at Foggy Bottom, 2221 I St NW, Washington, DC 20037, USA**  
Reservation under Bonnie Glick

**12:30 PM - 2:00 PM**                      **Swearing-In Ceremony for Jessica Lapenn, US Ambassador to the African Union -- State Department - Benjamin Franklin Room (8th Floor)**  
POC: Serena Frechter, Dore Feith  
SA: no  
Briefer: no

**1:15 PM - 1:30 PM**                      **CAR: Circa Foggy Bottom to Main State**

**2:00 PM - 2:30 PM**                      **CAR: Main State to RRB**

**2:30 PM - 3:00 PM**                      **Meeting with Alma -- DA Suite**  
No materials

**3:00 PM - 4:00 PM**                      **Call Dr K to set mid-Nov appointment**

**3:00 PM - 4:00 PM**                      **RMU Update -- DA Suite**  
POC: Serena Frechter, Dore Feith  
SA: no  
Materials: annotated agenda

**4:00 PM - 4:30 PM**                      **Bi-weekly with Fred -- DA Suite**  
No materials.

**4:30 PM - 5:00 PM**                      **Daily Team Meeting -- DA Suite**  
No Materials

**October 3, 2019 Continued**

Thursday

5:30 PM - 6:30 PM

RB + BG (NFP)

**October 4, 2019**

Friday

All Day

Carrie Thompson Last Day in Office

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

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Do not edit this section of the description.

This event has a video call.

Join: (b)(6); (b)(5) - Deliberative Process Privilege

(US)

View more phone numbers (b)(6); (b)(5) - Deliberative Process Privilege

9:00 AM - 9:30 AM

Read time

9:30 AM - 10:00 AM

**OIG Leadership Meeting -- A/AID Suite**  
POC: Hallam Overton, Alex Dehelean  
SA: yes  
Briefer: no

10:00 AM - 11:00 AM

Call with Adam Boehler

12:00 PM - 12:15 PM

Scott S

12:15 PM - 12:55 PM

Alix Zwane meeting (Bohigian recommendation) -- DA Office

12:15 PM - 12:50 PM

**Meeting: Bonnie and Alix -- Ronald Reagan Building 6th Floor**

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Do not edit this section of the description.

This event has a video call.

Join: (b)(6); (b)(5) - Deliberative Process Privilege

(US)

1:00 PM - 1:30 PM

**Bi-weekly Meeting with F -- Counselor's Suite**  
POC: Dore Feith, Serena Frechter  
SA: no  
Briefer: no (agenda provided by Tricia and Jim)

1:30 PM - 2:00 PM

**1:1 Bi-Weekly with Richard -- DA Suite**  
POC: Serena Frechter, Dore Feith  
SA: no  
Briefer: no

2:00 PM - 2:45 PM

**Afghanistan Briefing -- A/AID Suite**  
POC: Eibhilin Whittemore  
Annotated Agenda: Yes  
SA: Yes



## October 4, 2019 Continued

Friday

2:45 PM - 3:00 PM

Meeting (NFP)

3:30 PM - 4:00 PM

TZ debrief -- A/AID's Suite

4:00 PM - 4:30 PM

Meeting with Adriel -- DA Suite  
to discuss Mid-Year Review

4:30 PM - 5:00 PM

Daily Team Meeting -- DA Suite  
No Materials

**October 5, 2019**

Saturday

12:00 AM - 12:00 AM

(b)(6)

**October 6, 2019**

Sunday

12:00 AM - 12:00 AM

(b)(6)

**Please See Above**

1:00 PM - 2:00 PM





**October 8, 2019**

Tuesday

<b>8:00 AM - 5:00 PM</b>	<b>Yom Kippur</b>
<b>8:15 AM - 9:00 AM</b>	<b>Global Mission Call -- Administrator's Suite</b> POC: Katherine Magalif Staff: See Below Special Assistant: Yes Briefer: Yes
<b>9:00 AM - 9:30 AM</b>	<b>Front Office Check-In -- A/AID Suite</b> POC: Elyse Drum Staff: A/AID, DA/AID, C/AID, CoS, DCoS, ES, Special Assistants to FO Principals, Director of Scheduling, AA/LPA, DAA/LPA (Leg), Spox, LPA/Senior Director for Strategy and Communications, and Trips Director
<b>11:15 AM - 11:45 AM</b>	<b>CAR: RRB to World Bank -- 1818 H St NW, Washington, DC 20433, USA</b>
<b>11:45 AM - 12:30 PM</b>	<b>Meeting with Erik Bethel -- 1818 H St NW, Washington, DC 20433, USA</b>
<b>12:30 PM - 1:00 PM</b>	<b>CAR: World Bank to RRB</b>
<b>1:30 PM - 2:00 PM</b>	<b>CAR: RRB to WH</b>
<b>2:00 PM - 3:00 PM</b>	<b>Meeting with Deputy National Security Advisor Matt Pottinger -- NSC</b> POC: Serena Frechter, Dore Feith SA: no Briefer: Yes- Please include relevant info from the Lebanon briefing, as well as information on PCC on Honduras
<b>3:00 PM - 3:30 PM</b>	<b>CAR: WH to RRB</b>
<b>3:30 PM - 4:00 PM</b>	<b>Drop by GC</b>
<b>4:30 PM - 5:00 PM</b>	<b>Scheduling Meeting -- A/AID Suite</b> POC: Elyse Drum Staff: LPA, FO, ES Special Assistant: Yes Briefer: - provided by Scheduling Team