**From:** Efficient Spending Policy   
**Sent:** Wednesday, October 30, 2013 4:20 PM  
**To:** [deleted]  
**Subject:** FW: Notice - Important Conference Policy Update: Change to Definition of Conference   
**Importance:** High

Efficient Spending Policy (ESP) POCs and Simplified Acquisition Committee (SAC) Members,

The following events have been excluded from the definition of conference and do not require pre-approval or reporting.

Additional guidance will be forthcoming once the department (HHS) has officially reissued its conference policy.

**From:** Barros, Colleen (NIH/OD) [E]   
**Sent:** Wednesday, October 30, 2013 10:13 AM  
**To:** List EOSONLY-L  
**Subject:** FW: GOOD NEWS - FW: Notice - Important Conference Policy Updates  
**Importance:** High

 Dear All-----see below.  VERY GOOD NEWS.

**From:** Gunderson, Nancy (HHS/ASFR)   
**Sent:** Tuesday, October 29, 2013 5:03 PM  
**To:** [deleted]

**Subject:** Notice - Important Conference Policy Updates

Good afternoon,

I wanted to pass along the following information regarding [HHS’ Policy on Promoting Efficient Spending](http://www.hhs.gov/asfr/ogapa/acquisition/policies/promoting-efficient-conference-spending-policy-6-24-2013.html); specifically the Policy on the Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications [Attachment 1](http://www.hhs.gov/asfr/ogapa/acquisition/policies/appropriated-funds-use-for-conferences-meeting-space-6-24-2013.html).

As you may have heard, we have been working with OGC to assess the current policy and clarify they types of meetings and events that are considered conferences.  This is being done to streamline and clarify the types of meetings that are not considered conferences; therefore to define those that can be excluded from the approval and reporting requirements.  We recently received OGC’s input, and will begin to make changes to the policy.  Our approach will be to provide OPDIVs/STAFFDIVs a draft of the policy, hold a conference call to discuss and fine tune where needed, then release the new policy.

 In the interim, and effective immediately, the following types of meetings and events are NOT conferences and are now excluded from the approval and reporting requirements (in addition to the types of meetings and events addressed in Section 1.2. E) of the policy:

* Site Visits and Technical Assistance Visits
* National / Federal Advisory Council meetings governed Federal Advisory Committee Act (FACA)
* Program Review/Kickoffs if with a specific grantee or contractor regarding a specific program, grant, or contract
* Peer Review meetings if conducted to fulfill a statutory requirement to review grant application
* Evaluation Panel meetings if ‎conducted to fulfill regulatory requirement to evaluate contractor proposals
* Tribal Compact or Contract Negotiation meetings if held with one Tribe or Confederation of Tribes regarding that Tribe’s specific compact or contract

Additional meeting types and training events will also be excluded from the policy, but require elaboration in the policy to ensure compliance with OMB M-12-12.  However, we wanted to exclude the above as soon as possible to alleviate further administrative burden.  If you have any requests to the Department for the above type that are currently in the queue for approval, they will be returned to the submitting OPDIV/STAFFDIV.

The policies on HHS Policy on Use of Appropriated Funds for Food [Attachment 2](http://www.hhs.gov/asfr/ogapa/acquisition/appfundspol_att2.html), Promotional Items [Attachment 3](http://www.hhs.gov/asfr/ogapa/acquisition/promoitems_att3.html), and Printing and Publications [Attachment 4](http://www.hhs.gov/asfr/ogapa/acquisition/printpubpol_att4.html) remain in full force and effect.  This change is not expected to have an impact on the Conference Tracking and Approval (CTA) Application, other than to reduce the numbers/types of meetings and events that will go through the system for approval.

Thank you for your support, and in advance for your cooperation as we work together, again, to refine this policy.

 Nancy J. Gunderson

Deputy Assistant Secretary

Office of Grants and Acquisition Policy and Accountability

HHS / ASFR

Please widely distribute this notice.

[EfficientSpendingPolicy@nih.gov](mailto:EfficientSpendingPolicy@nih.gov)

Acquisition Services & Review Branch

Division of Simplified Acquisition Policy & Services

Office of Acquisition Management and Policy (OAMP)

National Institutes of Health, Health and Human Services

<http://oamp.od.nih.gov/news/NIH-efficient-spending-policy>