



September 5, 2007

United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Animal and Plant
Health Inspection
Service

Washington, DC
20250

TO: APHIS Deputy Administrator's
APHIS Regional Director's
APHIS Laboratory & Center Director's

FROM: Donna Ford 
Chief
MRPBS, FMD, Financial Services Branch

SUBJECT: ANNUAL APHIS AGREEMENTS MEETING

In March 2007, the Agreements Services Center hosted the first Annual APHIS Agreements Meeting. This meeting was designed to foster communication and share information with APHIS employees and our award recipients.

Comments after the 2007 meeting indicated that it was a success, and it was suggested that we continue holding the meeting. Management has concluded that the meeting will serve different needs in alternating years. For 2008, the meeting will be limited to participation by APHIS employees only. In 2009, the meeting will be open to APHIS employees and our award recipients. The meeting will continue in this alternating fashion; odd years APHIS employees and award recipients, even years APHIS employees only. By separating these sessions, we hope to foster a forum for evolution of ideas and then allow adequate time to implement the changes.

The 2008 meeting is scheduled for April 8 and 9 and, once again, will be held in Riverdale, Maryland.

Day one of the meeting will focus on program related issues which might include:

- Negotiating a results oriented work plan
- Reviewing a financial plan for allowable and appropriate costs
- Understanding the fiscal identity of our appropriation

Day two will focus on the administrative issues which might include:

- Cost Share
- Departmental Initiative Updates
- APHIS Policy Updates

The aforementioned are only possible topics and may change based on feedback from you. Since this is your meeting, you are again being requested to submit specific agenda items to our meeting mail box at APHIS_Agreements_Meeting@aphis.usda.gov no later than **Monday**,



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December 31, 2007. The early collection of potential topics will allow us to publish the final agenda by February. Once the agenda is published the registration process will begin and another notification will be sent.