

MANAGEMENT MEMO

	NO. 83-9
SUBJECT: Scheduling Conferences or Meetings	DATE ISSUED: February 25, 1983
REFERENCES:	EXPIRES: February 24, 1984

This Management Memo supersedes Management Memo 83-6.

Written approval must be obtained prior to scheduling any State-sponsored conference or meeting which requires the rental of an off-site facility. Any plan for group participation (10 or more individuals) in conferences sponsored by others is subject to similar approval. This applies whether or not such programs are paid for in total or part by State or Federal funds.

The intent of this directive is to:

1. Limit the rental of expensive off-site facilities when conducting conferences or meetings. Departments must promote the most economic use of funds when scheduling conferences or meetings by utilizing space that is available at no additional cost to the State. The use of rented facilities shall be considered only if the conference or meeting results in a significant benefit to the State.
2. Curtail and/or eliminate travel expenditures incurred in association with attendance at off-site conferences or meetings. Participation should be limited to only those individuals absolutely essential to the conduct of business. In lieu of costly travel, alternative means of less-expensive joint communication must be achieved (e.g., telephone conference calls, etc.).

Agency Secretaries and other Cabinet level representatives will be responsible for administering and ensuring compliance with the provisions of this Management Memo. For those departments which are not represented by Cabinet, the Department of Finance will be responsible for ensuring compliance. It will also be the responsibility of the Agency Secretary or Department of Finance to mitigate the provisions of this directive when modifications may be in the best interest of the State. The University of California and the California State Universities are requested to comply with the policy stated above.

Effective immediately, advance approval will be required for:

1. Scheduling a State-sponsored conference or meeting (including training) which requires rental of an off-site facility.
2. Attendance of ten or more State employees, representing a single agency, required to travel more than 100 miles from their assigned headquarters.

Requests must be justified fully on the attached form and submitted to the approval authority at least two weeks in advance of the proposed conference or meeting. All previously scheduled conferences/meetings approved by the prior Administration must be rejustified. This criteria does not apply to meetings required by statute (public hearings or regularly scheduled board/commission meetings). However, all departments including boards and commissions are encouraged to reevaluate the need for any meeting and to utilize the most cost-effective method of achieving the intent expressed by this Management Memo.

Questions concerning this matter may be directed to your Department of Finance budget analyst.


for MICHAEL FRANCHETTI
Director of Finance

Attachment

DISTRIBUTION: A B C E F G H I J K L M N O P R S T X MM

REQUEST
TO
SCHEDULE CONFERENCE OR MEETING

AGENCY: _____

DEPARTMENT: _____

DIVISION: _____

CONFERENCE/MEETING JUSTIFICATION

Date(s) of Conference: _____

Purpose: _____

Cost: (Identify all associated costs, e.g., facility rental, equipment rental, travel expenses, etc.) _____

Total No. of State Employees Attending: _____

Location: (Briefly explain why this site was selected) _____

Reason for Nonavailability of Public Facility: _____

REQUESTED BY: _____

(Department Director)

(Date)

APPROVED BY:* _____

(Agency Secretary)

(Date)

*For use by the Department of Finance for NonAgency departments