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of the Freedom of Information and Privacy Act
Hi All,

For further update on the Tuesday afternoon session we were discussing, please see below and attached.

Let me know what additional information we can provide.

Best,

Sent from my iPhone

Begin forwarded message:

From: @ecohealthalliance.org>
Date: January 25, 2017 at 4:05:14 PM EST
To: @usaid.gov>
Cc: Peter Daszak <daszak@ecohealthalliance.org>, @usaid.gov>, @ecohealthalliance.org
Subject: Re: Beijing Tues afternoon event

Hi

It’s an initiative meeting to discuss about the plans and strategies to launch the China National Virome Project, we haven’t got any funds committed, but some potential funders are invited. And because there is no funds available, decided not to announce the project this time, and no media coverage is planned. Please find the attached draft agenda that may provide more information.

Sorry I haven’t heard much details from, but please let me know if any further information I can provide.

Best,
Withheld pursuant to exemption

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

of the Freedom of Information and Privacy Act
Good Morning

I hope you had a Happy Thanksgiving.

In regards to the invitation for persons not specific to a working group, here is a first draft. Do you think this is this OK to send to the participants who are being invited, but not being asked for a specific working group? What comments/edits do you suggest?

Thanks,

Hi,

Good point, thanks, they have not been officially invited yet and the sooner the better! I'll work with [redacted] to put together a letter for [redacted] to send out.

Just to check - is our plan to again pay for travel for the same individuals?

Best,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)
On Wed, Nov 23, 2016 at 2:15 PM, @ucdavis.edu> wrote:
Hi,
Per the discussion on the call today, I removed the IP working group co-chairs from the Beijing invitee list.
I believe each of the thematic leads are inviting the working group co-chairs within their groups, and will be sending a travel logistics/reimbursement guide to invitees, but it strikes me that perhaps no one is assigned to invite the Bellagio attendees listed at the bottom of the sheet that are not also working group leads. Have those people been invited already? If not, would you like to work up an invitation letter to go along with travel info to those individuals next week?
Thanks in advance for your guidance,

On Mon, Nov 21, 2016 at 8:29 AM, @ucdavis.edu> wrote:
Thought you would want to see this.

From: [mailto:@ecohealthalliance.org]
Sent: Monday, November 21, 2016 8:25 AM
To: @ecohealthalliance.org>
Cc: @ucdavis.edu>; @usaid.gov>; 
@UCDAVIS.EDU>; 
@ecohealthalliance.org>
Subject: Re: GVP Beijing Meeting

Hi all,

Thank you for getting the ball rolling on this. I’ve also attached a preliminary spreadsheet of attendees so that we can continue to hone in on itineraries and ensure that attendees are invited and confirmed in a timely manner. On this week’s call, we’ll discuss which advisory members we plan to invite to the meeting and launch, which will help further refine our budgeting.

In addition, either with the broader group or between the five of us, we should discuss:

1. Where and when people will be traveling, in order to coordinate logistics. (I understand that many people may be coming directly from PMAC, which could impact flight plans.)
2. Setting deadlines for a) formally inviting proposed co-chairs to lead their respective working groups, and b) confirming that those co-chairs are able to attend the Beijing meeting.
3. Whether PREDICT is responsible for planning to fund the advisory members’ travel and accommodation to Beijing.
The current attendee list of 40 people is dependent on the number of advisory members invited to attend. Please don't hesitate to make any comments or amendments to the attendee spreadsheet if you note any errors. In particular, please add to the Proposed Advisory Attendees list (sheet 2) so that we can select individuals to invite from a complete list.

Thank you!

Best,

--

On Sat, Nov 19, 2016 at 8:00 AM, @ecohealthalliance.org wrote:
Hi,

Thank you for this email. Below is a brief itinerary and budget for the meeting.

**February 5, Sunday  China National Convention Center Grand Hotel**

- Arrive and Check-in
- 6:00pm--Dinner

**February 6, Monday**

- 9:00am—5:00pm GVP WG Meeting

**February 7, Tuesday**

- 9:00am—12:00pm GVP WG Meeting

*Chinese Academy of Science*

- 2:00pm—4:00pm CNVP announcement/press release event

**Brief Budget**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RATE</th>
<th>AMOUNT</th>
<th>USD</th>
</tr>
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<tbody>
<tr>
<td>International travel (R/T)</td>
<td>$1,500/person (Economy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>$130/room/night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>$100/person/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Venue</td>
<td>$1,950/day</td>
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</table>
I have contacted the hotel recommended by [redacted] the cost of the rooms and one and a half days meetings for [redacted]. We are planning to have the China Project announcement event at Chinese Academy of Sciences, so this hotel is a proper choice that is just next to CAS.

The whole budget seems too high now because of the airfares, some of them will be covered through PREDICT, but not sure how many others will be covered by the GVP funds from UC Davis, and how many people are attending.

I will be working with [redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting [redacted] now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

Thanks,

On Fri, Nov 18, 2016 at 7:08 PM, [redacted] wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

One Health Institute
University of California, Davis

FAX

@ucdavis.edu
EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.

EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Withheld pursuant to exemption

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of the Freedom of Information and Privacy Act
Hi [Name] and [Other Name],

I had a request from one of the participant’s assistants to provide an estimate of the total M&I reimbursement he would receive for this trip. For international travel, we typically process a reimbursement based on per diem rates, adjusted based on the traveler’s flight itinerary and meals provided.

I was aware of the Feb 5 group dinner, and that breakfast/lunch would be provided on Feb 6-7. In reviewing the agenda, I noticed dinners on Feb 6-7 as well; to confirm, are these meals also being provided by us? If yes, this would mean that reimbursement February 6-7 would be prorated to exclude breakfast, lunch, and dinner amounts, as they were provided as part of the meeting.

Thank you,

[Name]

One Health Institute
University of California, Davis

FAX
@ucdavis.edu
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Hi,

A belated Happy Thanksgiving, I hope you had a good one!

Thanks for pulling together and sharing this draft! Given the previous participation and role of these individuals, I've updated the invitation and used some wording from the Bellagio invite. Please let me know what you think of the attached version. Once it's set, we can begin to send out.

Thanks,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

On Mon, Nov 28, 2016 at 1:54 PM, <some_email> wrote:

Good Morning

I hope you had a Happy Thanksgiving.

In regards to the invitation for persons not specific to a working group, here is a first draft. Do you think this is this OK to send to the participants who are being invited, but not being asked for a specific working group? What comments/edits do you suggest?
From: [mailto:uz@gmail.com]@usaid.gov
Sent: Wednesday, November 23, 2016 2:23 PM
To: @ucdavis.edu>
Cc: @ecohealthalliance.org>; Peter Daszak <daszak@ecohealthalliance.org>; @ecohealthalliance.org>; @ecohealthalliance.org>; @UCDAVIS.EDU>; @usaid.gov>
Subject: Re: FW: GVP Beijing Meeting

Hi.

Good point, thanks, they have not been officially invited yet and the sooner the better! I'll work with @usaid.gov to put together a letter for @usaid.gov to send out.

Just to check - is our plan to again pay for travel for the same individuals?

Best,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk:  
Cell:  
E-mail: @usaid.gov
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I believe each of the thematic leads are inviting the working group co-chairs within their groups, and will be sending a travel logistics/reimbursement guide to invitees, but it strikes me that perhaps no one is assigned to invite the Bellagio attendees listed at the bottom of the sheet that are not also working group leads. Have those people been invited already? If not, would you like to work up an invitation letter to go along with travel info to those individuals next week?

Thanks in advance for your guidance,

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To: @ecohealthalliance.org
Cc: @ucdavis.edu, @usaid.gov, @UCDAVIS.EDU;

Subject: Re: GVP Beijing Meeting

Hi all,

and thank you for getting the ball rolling on this. I've also attached a preliminary spreadsheet of attendees so that we can continue to hone in on itineraries and ensure that attendees are invited and confirmed in a timely manner. On this week's call, we'll discuss which advisory members we plan to invite to the meeting and launch, which will help further refine our budgeting.
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Thank you!

Best,

[Signature]

---

**GVP Beijing launch attendees.xlsx**

On Sat, Nov 19, 2016 at 8:00 AM, [Name]@ecohealthalliance.org wrote:

Hi,
Withheld pursuant to exemption

(b)(5); (b)(5) - Deliberative Process Privilege

of the Freedom of Information and Privacy Act
The whole budget seems too high now because of the airfares, some of them will be covered through PREDICT, but not sure how many others will be covered by the GVP funds from UC Davis, and how many people are attending.

I will be working with [redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting with [redacted] now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

Thanks,

[redacted]

On Fri, Nov 18, 2016 at 7:08 PM, [redacted]@ucdavis.edu wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

[redacted]
One Health Institute
University of California, Davis

FAX
@ucdavis.edu

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EcoHealth Alliance
460 West 34th Street – 17th floor
New York, NY 10001

(U.S. mobile)
(China mobile)
(Skype)
(WeChat)

EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.

---
EcoHealth Alliance
460 West 34th Street – 17th floor
New York, NY 10001

www.ecohealthalliance.org

EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Hi

Thanks for creating and sharing. I'll wait until has reviewed and then, if it works for her, will direct the individuals to you so that the visa process can begin.

Best,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk:  
Cell:  
E-mail: @usaid.gov

On Thu, Dec 8, 2016 at 11:56 AM, wrote:

Hi

I have some materials drafted (attached) regarding the room reservation and visa application that could be shared to those who have confirmed the attendance. may need to review and confirm it first? then people can follow the instruction to contact me for the invitation letter and reservation.

Thanks,

On Dec 8, 2016, at 11:31 AM, wrote:

Hi and 
People have started asking about visas, including Brazil (Brazil) and (Nigeria) and becoming concerned about the need to get it started right away, especially given the holidays.

Based on other email, it sounds as though this is moving forward and a letter can be provided by the Chinese Academy of Sciences. So, when asked, should I continue to direct all questions to or if it’s about visas, should I send them to (definitely don’t want to complicate matters!).

Thanks,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk:
Cell:
E-mail: @usaid.gov

On Thu, Dec 8, 2016 at 1:50 AM, > wrote:

Hi!

The guarantee fee paid through the contract will be one night of accommodation, which is ~$145/night * number of blocked rooms. The hotel will issue a refund based on the number of rooms booked. I am still talking with the hotel about the possibility to block the room without a contract or fee (because it will take a month to process and another month to refund), but it seems a contract can better protect us.

A link will not be used for the reservation after discussing with the hotel staff, because it requires a guarantee of 2/3-night rate for all the blocked rooms, it’s too high and unreasonable. Instead, we will only need provide a list of guests’ names to the hotel as soon as they’re confirmed, no deposit is needed for reservation, all deposit and room rates will be paid at the hotel during check in and check out, by guests themselves or UC Davis, using credit cards or cash. Paid by a third-party card is allowed, even the guests can pay the deposit (cash or their own credit card) by themselves when checking in, then switch to a third-party card of UC Davis when checking out, and the deposit will be refunded to the guests. Does this work for you?

Attached I created a hotel reservation form to collect the accommodation and dietary restriction information to provide to the hotel, a document with hotel information and local transportation, and a visa application guide. Chinese Academy of Sciences will be able to provide an invitation letter for the visa application. Please review them and feel free to edit, I put my contact
information in those document, but please be free to add or switch to any other contacts you think appropriate.

EHA (I) will figure out the contract issue for rooms reservation, and let [redacted] know about the whole budget. I am also preparing document for the report to the public security bureau about this meeting before we can sign any contract with the hotel. Hope we can get all things set up as soon as possible.

Please let me know if the reservation and payment methods works for you or if there are any questions.

Best,

On Dec 7, 2016, at 8:43 PM, [redacted]@ucdavis.edu wrote:

Hi [redacted],

With regard to the meals to be provided, do you have a preference as to how invited participants relay any dietary restrictions? Would you prefer they contact me and I relay that information to you, or that they contact you directly?

Thanks,

From: [redacted]@ucdavis.edu
Sent: Tuesday, December 06, 2016 5:51 PM
To: [redacted]
Cc: [redacted]

Subject: RE: GVP Beijing Meeting

Hi [redacted],

For the deposit required from participants, is that equivalent to one night of accommodation? With regard to the guarantee amount required to establish the block, do you know what the rate is per room? Is there any allowance in the contract for attrition (i.e. you can request to release X number of rooms by a certain date without a fee)? Will the hotel issue a refund of the guarantee amount paid based on the number of rooms booked (i.e. if you pay a guarantee deposit for 50 rooms, and guests book/pay deposits for 45 rooms, the guarantee you paid for those 45 rooms will be refunded)?

For those who need assistance with lodging, we would typically make their reservation through the same booking link, then use the corporate card of one of the UCD attendees (i.e. Jonna) to pay their
room costs upon check-out. Do you know if the hotel has any issue with third-party payment on behalf of another guest? Also, some attendees may not have their own credit card. Do you know if the hotel requires a credit card upon check-in for incidentals, or will they allow guests to check-in with cash deposit?

Any expenses incurred directly with the hotel as a result of the contract (i.e. the guarantee amount) would be paid by EHA, and resolved via the subaward as described in her email, so please track those costs. I’m not aware of an official name for the meeting. I’ll ask to weigh in if there is an official name, otherwise, what you’ve proposed seems fine to me.

Lastly, I’m putting together a logistical guide for attendees with some information on travel, and was wondering if you knew of any resources or special guidance we should provide attendees with regard to visas? Most attendees will need to obtain a visa of some kind in advance of travel, so we’d like to include any information they might find helpful in that process. We will also direct them to contact their nearest embassy or consulate for guidance on current visa requirements.

Thank you,

---

From: @ecohealthalliance.org
Sent: Sunday, December 04, 2016 8:44 PM
To: Peter Daszak; 
Cc: 
Subject: Re: GVP Beijing Meeting

Hi

The hotel will create a link for participants to confirm their bookings, through the link every participant will have to pay the deposit using their own credit cards first, no matter if the costs will be covered by GVP funds from UC Davis or not. UC Davis can make the bookings for those who need assistance in lodging, or the hotel will be able to shift the payment to UC Davis’s account once we have confirmed how many rooms’ costs will be covered by GVP funds.

Establishing a room block will require a contract with the hotel, and guarantee fee based on the number of rooms. However, for example, if we have blocked 50 rooms and paid deposits for these 50 rooms as guarantee, then only 45 rooms were booked, the deposit of the other 5 rooms will not be refunded.

Sorry, this is a little bit complicated, especially when we are not sure about the number of participants. I will get the meeting things set up as soon as EHA can sign the contract (yes, it needs two separated contracts for meeting and rooms), so that the hotel can create the room booking link for the meeting soon.

Here is the contact information of the hotel: http://www.cnccgrandhotel.com/en/contact.html, if you want to contact them for further information. Please do let me know if anything I can help.
BTW, do we have an official name for this meeting to be used in the contract and the booking link? “Global Virome Project (GVP) Working Group Meeting”? 

Best,

On Dec 1, 2016, at 1:25 PM, [email]@ucdavis.edu> wrote:

Hi [8]

UC Davis will be adding funds to EcoHealth Alliance’s PREDICT subaward to cover the cost of the meeting (meetings space, A/V, catering costs for meals/refreshments provided as part of the meeting), so any contracts that need to be signed in relation to these costs would be signed by EHA. UC Davis will facilitate payment of travel costs (airfare, lodging, M&I) for those who need it [8] will be handling the logistical details on this front, so please address any questions to her). However, if lodging costs for attendees are to be paid by EHA directly to the hotel (not paid by the traveler upon checkout and then reimbursed), then UC Davis would add funds to the EHA subaward to cover those costs, as well. In our experience, establishing a room block and providing participants with a link to confirm their own bookings and pay upon checkout has been the easiest way to handle such arrangements, so that would be our recommendation for how to proceed.

Thanks,

One Health Institute
University of California, Davis

From: [8]@ecohealthalliance.org
Sent: Wednesday, November 30, 2016 1:22 PM
To: [8]
Cc: Peter Daszak;
Subject: Re: GVP Beijing Meeting

Hi [8]

Thank you for all the information.
Please see the attached document for more information. I also included the costs for a small group meeting on Feb. 5 as [b](6) suggested. Please feel free to let me know if you need any further information. Signing a contract will require some document from UC Davis or EHA (depending on how we process the funding and who will sign the contract) for security reasons, it’s usually required by the Chinese government for international organizations, and I don’t think there will be any problem, just let you know.

I will be in Beijing to meet with [b](6) and his staff on Dec. 14/15, so it might be a good time to check about the hotel and everything else. Let me know.

Thanks,

On Nov 22, 2016, at 3:15 PM, [b](6) @ucdavis.edu wrote:

Hi all,

forwarded a spreadsheet that included

Given the increase in numbers, can you advise who was not included on the original spreadsheet, or forward an updated version reflecting the increase in anticipated attendees? I did not see any names on the “proposed advisory attendees’ tab, so I take it there are no names to be removed in light of [b](6) proposal not to include them for this meeting?

Do we know the departure cities of the proposed attendees? This may impact the estimated cost of airfare, and will also need to be included on any group ITA we plan to submit for those whose travel will be covered on GVP funds. The budget should also be amended to include business class airfare for any we anticipate will need it (i.e. for medical reasons).

Can you advise what the plan is for meals? [b](6) has included

Per the State Department website, the M&I per diem rate for Beijing is $119/day, but would need to be prorated based on travel departure/arrival times, and any meals provided. Does the hotel rate include breakfast? Will any meals be provided during the meeting apart from the dinner planned on 2/5? The budget should be revised to include separate line items for “entertainment meals” (meals we will provide) and the estimated prorated per diem for attendees.

Is anything included in the daily meeting rate (i.e. A/V setup, wifi, refreshments)? Is it a flat rate, or is it based on the number of attendees? I see for space only rentals.

[b](6) can you advise the total number of participants you anticipate for the smaller group meeting on 2/5 (i.e. will this just be core team members as noted on the spreadsheet)? Based on the size of the group, it may be necessary to coordinate an additional meeting space on that date, which would need to be reflected in the estimated meeting space budget. Do you have any further information regarding the second meeting [b](6) has envisioned for the advisory group (i.e. dates, location, estimated number of participants)?
With regard to availability – yes, she is only available on 2/6. She has a prior commitment on 2/7 in Minnesota, so will need to depart on Monday afternoon in order to make her return flight.

Thank you,

[Redacted]

From: [Redacted]@ecohealthalliance.org
Sent: Tuesday, November 22, 2016 11:21 AM
To: [Redacted]
Cc: [Redacted]
Subject: RE: GVP Beijing Meeting

Thanks – the increased number will be if we have all the people on the GVP ‘steering committee’ present – i.e. all attendees at Bellagio

Cheers,

Peter

Peter Daszak
President
EcoHealth Alliance
460 West 34th Street – 17th Floor
New York, NY 10001

direct]
fax)
www.ecohealthalliance.org

EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.

From: [Redacted]@ecohealthalliance.org
Sent: Tuesday, November 22, 2016 2:18 PM
To: [Redacted]
Cc: Peter Daszak; [Redacted]
Subject: Re: GVP Beijing Meeting

Hi All,
Just to re-send this budget to copy Peter here. We may already had some changes on the number of attendees, 45-50? but we can revise the budget according to this. Let me know.

Thanks,

February 5, Sunday  China National Convention Center Grand Hotel
- Arrive and Check-in
- 6:00pm--Dinner

February 6, Monday
- 9:00am—5:00pm GVP WG Meeting

February 7, Tuesday
- 9:00am—12:00pm GVP WG Meeting
- Chinese Academy of Science
  - 2:00pm—4:00pm CNVP announcement/press release event

**Brief Budget**

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<tr>
<td>Meeting Venue</td>
<td>$1,950/day</td>
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I have contacted the hotel recommended by [name], the cost of the rooms and one and a half days meetings for [date]. We are planning to have the China Project announcement event at Chinese Academy of Sciences, so this hotel is a proper choice that is just next to CAS.

The whole budget seems too high now because of the airfares, some of them will be covered through PREDICT, but not sure how many others will be covered by the GVP funds from UC Davis, and how many people are attending.

I will be working with [name] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting with 40 people now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

On Nov 18, 2016, at 7:08 PM, [name]@ucdavis.edu wrote:

Good afternoon all,
Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

HR/Payroll/Financial Assistant
One Health Institute
University of California, Davis

FAX
@ucdavis.edu

EcoHealth Alliance
460 West 34th Street – 17th floor
New York, NY 10001

(U.S. mobile)
(China mobile)
(Skype)
(WeChat)

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Hi

Good point, thanks, they have not been officially invited yet and the sooner the better! I'll work with [UCD] to put together a letter for [UH] to send out.

Just to check - is our plan to again pay for travel for the same individuals?

Best,

[Identical signature]

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

On Wed, Nov 23, 2016 at 2:15 PM, [UCD] wrote:

Hi [UH].
Per the discussion on the call today, I removed the IP working group co-chairs from the Beijing invitee list.

I believe each of the thematic leads are inviting the working group co-chairs within their groups, and [person A] will be sending a travel logistics/reimbursement guide to invitees, but it strikes me that perhaps no one is assigned to invite the Bellagio attendees listed at the bottom of the sheet that are also working group leads. Have those people been invited already? If not, would you like [person A] to work up an invitation letter to go along with [person B]’s travel info to those individuals next week?

Thanks in advance for your guidance,

On Mon, Nov 21, 2016 at 8:29 AM, [person A]@ucdavis.edu> wrote:

Thought you would want to see this.

From: [person A]@ecohealthalliance.org
Sent: Monday, November 21, 2016 8:25 AM
To: [person A]@ecohealthalliance.org>
Cc: [person B]@ucdavis.edu>; [person C]@usaid.gov>; [person D]
[person E]@ucdavis.edu>; [person F]@UCDAVIS.EDU>; [person G]
@ecohealthalliance.org>
Subject: Re: GVP Beijing Meeting

Hi all,

[person A] and [person B] thank you for getting the ball rolling on this. I've also attached a preliminary spreadsheet of attendees so that we can continue to hone in on itineraries and ensure that attendees are invited and confirmed in a timely manner. On this week's call, we'll discuss which advisory members we plan to invite to the meeting and launch, which will help further refine our budgeting.

In addition, either with the broader group or between the five of us, we should discuss:
1. Where and when people will be traveling, in order to coordinate logistics. (I understand that many people may be coming directly from PMAC, which could impact flight plans.)

2. Setting deadlines for a.) formally inviting proposed co-chairs to lead their respective working groups, and b.) confirming that those co-chairs are able to attend the Beijing meeting.

3. Whether PREDICT is responsible for/planning to fund the advisory members' travel and accommodation to Beijing.

The current attendee list of 40 people is dependent on the number of advisory members invited to attend. Please don't hesitate to make any comments or amendments to the attendee spreadsheet if you note any errors. In particular, please add to the Proposed Advisory Attendees list (sheet 2) so that we can select individuals to invite from a complete list.

Thank you!

Best,

On Sat, Nov 19, 2016 at 8:00 AM, [Name]@ecohealthalliance.org wrote:

Hi.

Thank you for this email. Below is a brief itinerary and budget for the meeting.
Withheld pursuant to exemption

(b)(5); (b)(5) - Deliberative Process Privilege

of the Freedom of Information and Privacy Act
I will be working with [Redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting with 40 people now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

Thanks,

[Redacted]

On Fri, Nov 18, 2016 at 7:08 PM, [Redacted]@ucdavis.edu> wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

[Redacted]

One Health Institute
University of California, Davis

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--

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--

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New York, NY 10001

direct)
EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
From: [Redacted]  
Sent: Tue, 22 Nov 2016 21:44:25 +0000  
To: [Redacted]  
Cc: Peter Daszak; [Redacted]  
Subject: Re: GVP Beijing Meeting

Hi [Redacted],

Thank you for all of this. I'm not on the computer, but for the Steering Committee/Bellagio group, I can try to pull their location info, as well as who we actually paid for and who requested Business Class (if you need it sooner [Redacted] may still have all that as she coordinated it).

For the pre-meeting - I think it would be the core team (myself, [Redacted] Peter, [Redacted] + anyone else on this email). If a room could be found, that would be helpful, but it could be fairly small or we could figure something out (might be helpful to have projection capability, for example).

I can't see it right now, but didn't the spreadsheet have spaces for the Advisory Group on the first page? If so, cutting them might help to decrease numbers overall.

Just to verify, as I may have missed it, have we decided who we will pay for in terms of travel? For Bellagio, we limited it rather extensively to those who needed assistance from developing countries, but wasn't sure what we determined for the WG chairs (either way, I assume half would need assistance).

Thanks again,

[Redacted]

Sent from my iPhone

On Nov 22, 2016, at 3:15 PM, [Redacted]<@ucdavis.edu> wrote:

Hi all,

[Redacted] forwarded a spreadsheet that included 43 names, including core team/support, steering committee members, and working group chairs. Given the increase in numbers, can you advise who was not included on the original spreadsheet, or forward an updated version reflecting the increase in anticipated attendees? I did not see any names on the “proposed advisory attendees’ tab, so I take it there are no names to be removed in light of [Redacted] proposal not to include them for this meeting?

Do we know the departure cities of the proposed attendees? This may impact the estimated cost of airfare, and will also need to be included on any group ITA we plan to submit for those whose travel will be covered on GVP funds. The budget should also be amended to include business class airfare for any we anticipate will need it (i.e. for medical reasons).
Can you advise what the plan is for meals? The State Department website, the M&I per diem rate for Beijing is $119/day, but would need to be prorated based on travel departure/arrival times, and any meals provided. Does the hotel rate include breakfast? Will any meals be provided during the meeting apart from the dinner planned on 2/5? The budget should be revised to include separate line items for “entertainment meals” (meals we will provide) and the estimated prorated per diem for attendees.

Is anything included in the daily meeting rate (i.e. A/V setup, wifi, refreshments)? Is it a flat rate, or is it based on the number of attendees?

Can you advise the total number of participants you anticipate for the smaller group meeting on 2/5 (i.e. will this just be core team members as noted on the spreadsheet)? Based on the size of the group, it may be necessary to coordinate an additional meeting space on that date, which would need to be reflected in the estimated meeting space budget. Do you have any further information regarding the second meeting has envisioned for the advisory group (i.e. dates, location, estimated number of participants)?

With regard to availability – yes, she is only available on 2/6.

Thank you,

From: Peter Daszak [mailto:daszak@ecohealthalliance.org]
Sent: Tuesday, November 22, 2016 11:21 AM
To: 
Cc: 
Subject: RE: GVP Beijing Meeting

Thanks – the increased number will be if we have all the people on the GVP ‘steering committee’ present – i.e. all attendees at Bellagio

Cheers,

Peter

Peter Daszak
President

EcoHealth Alliance
460 West 34th Street – 17th Floor
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From: [Your Email]@ecohealthalliance.org
Sent: Tuesday, November 22, 2016 2:18 PM
To: [Your Email]
Cc: [Your Email] Peter Daszak
Subject: Re: GVP Beijing Meeting

Hi All,

Just to re-send this budget to copy Peter here. We may already had some changes on the [Redacted] but we can revise the budget according to this. Let me know.

Thanks,

---

February 5, Sunday  China National Convention Center Grand Hotel
- Arrive and Check-in
- 6:00pm--Dinner

February 6, Monday
- 9:00am—5:00pm GVP WG Meeting

February 7, Tuesday
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I have contacted the hotel recommended by [redacted] the cost of the rooms and one and a half days meetings for 40 people is about $30K. We are planning to have the China Project announcement event at Chinese Academy of Sciences, so this hotel is a proper choice that is just next to CAS.

The whole budget seems too high now because of the airfares, some of them will be covered through PREDICT, but not sure how many others will be covered by the GVP funds from UC Davis, and how many people are attending.

I will be working with [redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting with 40 people now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

On Nov 18, 2016, at 7:08 PM, [redacted]@ucdavis.edu wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

[redacted]

One Health Institute
University of California, Davis

[redacted]@ucdavis.edu

EcoHealth Alliance
EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Hi,

It’s an initiative meeting to discuss about the plans and strategies to launch the China National Virome Project, we haven’t got any funds committed, but some potential funders are invited. And because there is no funds available, decided not to announce the project this time, and no media coverage is planned. Please find the attached draft agenda that may provide more information.

Sorry I haven’t heard much details from, but please let me know if any further information I can provide.

Best,
Withheld pursuant to exemption

(b)(5); (b)(5) - Deliberative Process Privilege

of the Freedom of Information and Privacy Act
Great, thanks!

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk: 
Cell: 
E-mail: @usaid.gov

On Wed, Nov 23, 2016 at 5:32 PM, wrote:
My understanding is that we'll be paying for travel from Davis for those who need it (non-Predict and USAID), but that EHA will be handling the hotel contract, catering, etc. (billed to GVP funds through Predict award).
Thanks,

On Wed, Nov 23, 2016 at 2:23 PM, wrote:
Hi.

Good point, thanks, they have not been officially invited yet and the sooner the better! I'll work with to put together a letter for to send out.

Just to check - is our plan to again pay for travel for the same individuals?

Best,
On Wed, Nov 23, 2016 at 2:15 PM, (0)@ucdavis.edu> wrote:

Hi

Per the discussion on the call today, I removed the IP working group co-chairs from the Beijing invitee list.

I believe each of the thematic leads are inviting the working group co-chairs within their groups, and (0) will be sending a travel logistics/reimbursement guide to invitees, but it strikes me that perhaps no one is assigned to invite the Bellagio attendees listed at the bottom of the sheet that are not also working group leads. Have those people been invited already? If not, would you like (0) to work up an invitation letter to go along with (0) travel info to those individuals next week?

Thanks in advance for your guidance,

On Mon, Nov 21, 2016 at 8:29 AM, (0)@ucdavis.edu> wrote:

Thought you would want to see this.

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From: (0)@ecohealthalliance.org
Sent: Monday, November 21, 2016 8:25 AM
To: (0)@ecohealthalliance.org>
Cc: (0)@ucdavis.edu>; (0)@usaid.gov>; (0)@UCDAVIS.EDU>; (0)@ecohealthalliance.org>
Subject: Re: GVP Beijing Meeting

Hi all,

(0) and (0), thank you for getting the ball rolling on this. I've also attached a preliminary spreadsheet of attendees so that we can continue to hone in on itineraries and ensure that attendees are invited and confirmed in a timely manner. On this week's call, we'll discuss which advisory members we plan to invite to the meeting and launch, which will help further refine our budgeting.

In addition, either with the broader group or between the five of us, we should discuss:
1. Where and when people will be traveling, in order to coordinate logistics. (I understand that many people may be coming directly from PMAC, which could impact flight plans.)

2. Setting deadlines for a.) formally inviting proposed co-chairs to lead their respective working groups, and b.) confirming that those co-chairs are able to attend the Beijing meeting.

3. Whether PREDICT is responsible for/planning to fund the advisory members' travel and accommodation to Beijing.

The current attendee list of 40 people is dependent on the number of advisory members invited to attend. Please don't hesitate to make any comments or amendments to the attendee spreadsheet if you note any errors. In particular, please add to the Proposed Advisory Attendees list (sheet 2) so that we can select individuals to invite from a complete list.

Thank you!

Best,

On Sat, Nov 19, 2016 at 8:00 AM, [ecohealthalliance.org]@ecohealthalliance.org wrote:

Hi [name].

Thank you for this email. Below is a brief itinerary and budget for the meeting.
I will be working with [Redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are [Redacted] now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

Thanks,

[Redacted]

On Fri, Nov 18, 2016 at 7:08 PM, [Redacted]@ucdavis.edu wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

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Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

[Redacted]

[Redacted]

One Health Institute
University of California, Davis

FAX

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--

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460 West 34th Street – 17th floor
New York, NY 10001

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New York, NY 10001

direct)
EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Hello All,

are informed about GVP in general, but I am not sure about this particular meeting. I will send them a direct concurrence request.

Best,

Emerging Threats Division
U.S. Agency for International Development (USAID)

On Thu, Dec 22, 2016 at 10:49 AM, wrote:
Just as a follow up, it looks as though set up the meetings and visit to the Embassy and they met with while there. The meeting was in early September.

Given that this is a follow up to a previous meeting, does that change how we should proceed?

Sent from my iPhone

On Dec 22, 2016, at 10:40 AM, wrote:

Hi All,

Happy to follow up and work with on this.

As background, my understanding is that had been in contact with the Embassy during a trip this Fall (connected by ) and I believe briefed them on the GVP during that trip.

They also had meetings with various reps from the Chinese CDC, Natl Academy of Sciences, etc. (also attended by Peter Daszak, EcoHealth Alliance) which was part of the reason that the Chinese Academy of Sciences agreed to host the meeting and support the GVP.

can confirm this and provide more details, if needed.

Best,
Sent from my iPhone

On Dec 22, 2016, at 5:40 AM, @usaid.gov wrote:

Thanks,

On this dialogue with Looks like this request is going to require an intro to GVP, not just travel approval.

Thanks

Sent from my iPhone

On Dec 21, 2016, at 10:42 PM, @usaid.gov wrote:

Hi All,

This is USAID funded? If so, you'll have to reach out to the USAID rep in country, and USAID staff . We have not discussed GVP with so I'm not sure if he's aware of this, nor of the plans for this event and size of the delegation. He'll advise further how to handle this with Emb Beijing.

Don't hesitate to let us know how we can be of assistance.

Best,

On Thu, Dec 22, 2016 at 1:10 AM, @usaid.gov wrote:

Hello team RDMA,

the following travel approval requests has come in from PREDICT. We appreciate your concurrence and welcome any questions you may have.

1. **UC Davis** would like to request approval for the **individuals listed below** to travel from **their respective departure locations (listed below)** to **Beijing, China** from February 4-8, 2017 for a **Global Virome Project Working Group meeting to take place February 5-7, 2017.**

**Trip purpose:** All travelers are invited participants of the Global Virome Project. The meeting will provide an opportunity for working groups to meet and collaborate on project strategies development. There will also be a press event to announce the China National Virome Project.

<table>
<thead>
<tr>
<th>Traveler Name</th>
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Forwarded message

From: [useaid.gov]
Date: Wed, Dec 21, 2016 at 1:01 PM
Subject: Re: PREDICT International Travel Request (Group ITA request for GVP Beijing meeting)

To: [ucdavis.edu]
Cc: [useaid.gov], [useaid.gov], [ucdavis.edu], [ucdavis.edu], [useaid.gov], [useaid.gov]

All approved except [useaid.gov] (who is a USG employee) subject to mission concurrence.

Emerging Threats Division/Office of Infectious Diseases/Bureau for Global Health
U.S. Agency for International Development
Mobile phone: [useaid.gov]
Email: [useaid.gov]
On Dec 21, 2016, at 5:56 PM, [b](6)@ucdavis.edu> wrote:

Please find below a group international travel request for your review and approval. Please let me know if you have any questions. Thanks!!

1. UC Davis would like to request approval for the **individuals listed below** to travel from their respective **departure locations (listed below)** to **Beijing, China** from February 4-8, 2017 for a **Global Virome Project Working Group meeting** to take place February 5-7, 2017.

**Trip purpose:** All travelers are invited participants of the Global Virome Project. The meeting will provide an opportunity for working groups to meet and collaborate on project strategies development. There will also be a press event to announce the China National Virome Project.

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Departure Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="6">b</a></td>
<td></td>
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<tr>
<td><a href="6">b</a></td>
<td></td>
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<tr>
<td>Peter Daszak</td>
<td><a href="6">b</a></td>
</tr>
<tr>
<td><a href="6">b</a></td>
<td></td>
</tr>
</tbody>
</table>
Hi

Thanks for this. I don't have experience with this, but if it's straightforward for us to reserve all the rooms, that might be easier for the attendees and ensure they all get into the hotel.

Would it be possible to reserve for the entire invite list and then decrease without being charged as we hear back from them?

Best,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

On Wed, Nov 30, 2016 at 5:14 PM, @ecohealthalliance.org> wrote:

Either works for the hotel. But if it’s more convenient for our attendees, we can reserve rooms for them without paying, then those whose costs won’t be covered can pay by themselves when they check in or check out. Just need to provide a list of names to the hotel for reservation as soon as possible.

Thanks,

On Nov 30, 2016, at 5:04 PM, @usaid.gov> wrote:

Hi All,

Thanks so much for all this information, very helpful!
As we've begun to reach out, the questions have started! For the few individuals who will be covering their own costs, how do they handle the hotel? Will we still be making reservations for them or is there a block/code for them to reference when booking?

Thanks,

Sent from my iPhone

On Nov 30, 2016, at 4:21 PM, @ecohealthalliance.org> wrote:

Hi.

Thank you for all the information.

For the meeting room, it's actually higher than the previous budget, the room is about 173 square meters including projector, screen, microphone, wifi, pen, paper, and water. If you think we don't need this large room, they have other smaller rooms with lower cost, and it also depends on the room set-up, classroom and auditorium styles do not need much space, but it's not very convenient for discussion.

Please see the attached document for more information, I also included the costs for a small group meeting on Feb. 5 as suggested. Please feel free to let me know if you need any further information. Signing a contract will require some document from UC Davis or EHA (depending on how we process the funding and who will sign the contract) for security reasons, it's usually required by the Chinese government for international organizations, and I don't think there will be any problem, just let you know.

I will be in Beijing to meet with and his staff on Dec. 14/15, so it might be a good time to check about the hotel and everything else. Let me know.

Thanks,

< attachment>

On Nov 22, 2016, at 3:15 PM, @ucdavis.edu> wrote:

Hi all,

I forwarded a spreadsheet that included...

Given the increase in numbers, can you advise who
was not included on the original spreadsheet, or forward an updated version reflecting the increase in anticipated attendees? I did not see any names on the “proposed advisory attendees’ tab, so I take it there are no names to be removed in light of proposal not to include them for this meeting?

Do we know the departure cities of the proposed attendees? This may impact the estimated cost of airfare, and will also need to be included on any group ITA we plan to submit for those whose travel will be covered on GVP funds. The budget should also be amended to include business class airfare for any we anticipate will need it (i.e. for medical reasons).

Can you advise what the plan is for meals? Hongying has included an estimate of $100/person/day. Per the State Department website, the M&I per diem rate for Beijing is $119/day, but would need to be prorated based on travel departure/arrival times, and any meals provided. Does the hotel rate include breakfast? Will any meals be provided during the meeting apart from the dinner planned on 2/5? The budget should be revised to include separate line items for “entertainment meals” (meals we will provide) and the estimated prorated per diem for attendees.

Is anything included in the daily meeting rate (i.e. A/V setup, wifi, refreshments)? Is it a flat rate, or is it based on the number of attendees? 

— can you advise the total number of participants you anticipate for the smaller group meeting on 2/5 (i.e. will this just be core team members as noted on the spreadsheet)? Based on the size of the group, it may be necessary to coordinate an additional meeting space on that date, which would need to be reflected in the estimated meeting space budget. Do you have any further information regarding the second meeting has envisioned for the advisory group (i.e. dates, location, estimated number of participants)?

With regard to availability – yes, she is only available on 2/6.

Thank you,

From: Peter Daszak [mailto:daszak@ecohealthalliance.org]
Sent: Tuesday, November 22, 2016 11:21 AM
To: 
Cc: 
Subject: RE: GVP Beijing Meeting

Thanks – the increased number will be if we have all the people on the GVP ‘steering committee’ present – i.e. all attendees at Bellagio

Cheers,
Peter Daszak  
President  

EcoHealth Alliance  
460 West 34th Street – 17th Floor  
New York, NY 10001  

+ (direct)  
+ (fax)  
www.ecohealthalliance.org  

EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.

From: [x]@ecohealthalliance.org]  
Sent: Tuesday, November 22, 2016 2:18 PM  
To: [x]  
Cc: [ ]  
Subject: Re: GVP Beijing Meeting

Hi All,

Just to re-send this budget to copy Peter here. We may already had some changes on the number of attendees, 45-50? but we can revise the budget according to this. Let me know.

Thanks,

__________________________________________________________________________

February 5, Sunday  China National Convention Center Grand Hotel

- Arrive and Check-in  
- 6:00pm–Dinner

February 6, Monday

- 9:00am—5:00pm GVP WG Meeting

February 7, Tuesday

- 9:00am—12:00pm GVP WG Meeting  
Chinese Academy of Science

- 2:00pm—4:00pm CNVP announcement/press release event

Brief Budget
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I have contacted the hotel recommended by [name redacted], the cost of the rooms and one and a half days meetings for 40 people is about $30K. We are planning to have the China Project announcement event at Chinese Academy of Sciences, so this hotel is a proper choice that is just next to CAS.

The whole budget seems too high now because of the airfares, some of them will be covered through PREDICT, but not sure how many others will be covered by the GVP funds from UC Davis, and how many people are attending.

I will be working with [name redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting with 40 people now, I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.

On Nov 18, 2016, at 7:08 PM, [name redacted]@ucdavis.edu wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

[Name]

One Health Institute
University of California, Davis
EcoHealth Alliance
460 West 34th Street – 17th floor
New York, NY 10001

(U.S. mobile)
(China mobile)
(Skype)
(WeChat)

EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Hi All,

Thanks for all of these updates, very helpful! I just discussed the meeting with [redacted] and wanted to share thoughts, as well as confirm that this aligned with the thinking of others:

- **Agenda:** We would like to request that on Feb. 5th, we allocate time (at least 4 hrs) for the small group of us to discuss the upcoming meeting and refine any thinking, talking points, etc. The exact timing of this would depend on travel times.
- **PMAC:** According to [redacted] given this year's PMAC theme, it is likely that only he will be in attendance, which should help a lot for travel considerations (it ends Friday afternoon).
- **Attendees:** The proposed attendees are Bellagio attendees who are available (aka Steering Group on the spreadsheet) + WG leads. He suggests that we do not plan to have the Advisory Group members in attendance given that they have not yet been approached (and if they are the caliber we would like, will not be available anyway). However, the second part of that is that we will also need to begin to work on organizing a second meeting with the Advisory Group. As this is somewhat different thinking that was proposed earlier, please let me know if anyone has concerns about that course of action.
- **Conflicts:** [redacted] noted that he thought [redacted] would only be available on Monday the 6th and need to leave after, just wanted to note in case that impacts the agenda.

Let me know thoughts, as well as which parts would be helpful to discuss tomorrow.

Best,

[Name]

---

Emerging Threats Division  
Office of Infectious Disease  
Bureau for Global Health  
U.S. Agency for International Development (USAID)

Desk:  
Cell:  
E-mail: [email]@usaid.gov
On Mon, Nov 21, 2016 at 11:25 AM, <@ecohealthalliance.org> wrote:

Hi all,

and thank you for getting the ball rolling on this. I've also attached a preliminary spreadsheet of attendees so that we can continue to hone in on itineraries and ensure that attendees are invited and confirmed in a timely manner. On this week's call, we'll discuss which advisory members we plan to invite to the meeting and launch, which will help further refine our budgeting.

In addition, either with the broader group or between the five of us, we should discuss:

1. Where and when people will be traveling, in order to coordinate logistics. (I understand that many people may be coming directly from PMAC, which could impact flight plans.)
2. Setting deadlines for a.) formally inviting proposed co-chairs to lead their respective working groups, and b.) confirming that those co-chairs are able to attend the Beijing meeting.
3. Whether PREDICT is responsible for/planning to fund the advisory members' travel and accommodation to Beijing.

The current attendee list of 40 people is dependent on the number of advisory members invited to attend. Please don't hesitate to make any comments or amendments to the attendee spreadsheet if you note any errors. In particular, please add to the Proposed Advisory Attendees list (sheet 2) so that we can select individuals to invite from a complete list.

Thank you!

Best,

On Sat, Nov 19, 2016 at 8:00 AM, <@ecohealthalliance.org> wrote:

Hi

Thank you for this email. Below is a brief itinerary and budget for the meeting.

February 5, Sunday  China National Convention Center Grand Hotel

- Arrive and Check-in
- 6:00pm--Dinner
Thanks,

On Fri, Nov 18, 2016 at 7:08 PM, [name]@ucdavis.edu wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

One Health Institute
University of California, Davis

FAX

@ucdavis.edu
EcoHealth Alliance
460 West 34th Street – 17th floor
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EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Hi All,

Please see below and attached (hopefully).

Let me know what additional information I can provide.

Best,

Sent from my iPhone

Begin forwarded message:

From: @ecohealthalliance.org>
Date: January 25, 2017 at 4:05:14 PM EST
To: @usaid.gov>
Cc: Peter Daszak <daszak@ecohealthalliance.org>, @usaid.gov>,
@ecohealthalliance.org
Subject: Re: Beijing Tues afternoon event

Hi

It’s an initiative meeting to discuss about the plans and strategies to launch the China National Virome Project, we haven’t got any funds committed, but some potential funders are invited. And because there is no funds available, decided not to announce the project this time, and no media coverage is planned. Please find the attached draft agenda that may provide more information.

Sorry I haven’t heard much details from but please let me know if any further information I can provide.

Best,
Withheld pursuant to exemption

(b)(5); (b)(5) - Deliberative Process Privilege

of the Freedom of Information and Privacy Act
Withheld pursuant to exemption

(b)(5); (b)(5) - Deliberative Process Privilege

of the Freedom of Information and Privacy Act
Hi

This is really helpful, thank you. I just connected over email. Also, I've been trying to update the form that shared with any updates I have in terms of who is attending and their details.

Please let me know if you need anything else from my end (oh, and that meeting title from the other email should be fine!).

Best,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

On Thu, Dec 8, 2016 at 1:56 PM, wrote:

Hi all,

Thank you for forwarding the attached documents. I have been working on something similar, so will merge these together for distribution to attendees.

With regard to the booking form, I noticed the “paid by” field has an option for “self” and “meeting organizer.” As we have to have prior approval for anyone whose costs will be covered on our funds, it will be important to closely track responses to that field. Can you please ask attendees to copy me when they return the form, and also include the following note next to the meeting organizer field: “please contact @ucdavis.edu before selecting this option.”
for those who have already reached out, yes, please refer them as the point of contact for invitation letters or visa questions.

To confirm points of contact as coordination for the meeting moves forward: will be the point of contact for the hotel, dietary restrictions, and visa questions. I will be the point of contact for any participants that require assistance with travel costs. I think that will be most efficient, and minimize back and forth or confusion over email, but please let me know if you think there is a better way to proceed.

Thanks!

From: [mailto: ]
Sent: Thursday, December 08, 2016 9:09 AM
To: 
Cc: 
Subject: Re: Visas - Beijing

Hi

Thanks for creating and sharing. I'll wait until has reviewed and then, if it works for her, will direct the individuals to you so that the visa process can begin.

Best,

Emerging Threats Division
Office of Infectious Disease  
Bureau for Global Health  
U.S. Agency for International Development (USAID)

Desk: [Redacted]
Cell: [Redacted]
E-mail: [Redacted] @usaid.gov

On Thu, Dec 8, 2016 at 11:56 AM, [Redacted]@ecohealthalliance.org> wrote:

Hi [Redacted]

I have some materials drafted (attached) regarding the room reservation and visa application that could be shared to those who have confirmed the attendance. [Redacted] may need to review and confirm it first? then people can follow the instruction to contact me for the invitation letter and reservation.

Thanks,

[Redacted]

On Dec 8, 2016, at 11:31 AM, [Redacted]@usaid.gov> wrote:

Hi [Redacted].

People have started asking about visas, including [Redacted](Brazil) and [Redacted](Nigeria) and becoming concerned about the need to get it started right away, especially given the holidays.
Based on an other email, it sounds as though this is moving forward and a letter can be provided by the Chinese Academy of Sciences. So, when asked, should I continue to direct all questions to or if it's about visas, should I send them to (definitely don’t want to complicate matters!).

Thanks,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk:
Cell:
E-mail: @usaid.gov

On Thu, Dec 8, 2016 at 1:50 AM, @ecohealthalliance.org wrote:

Hi

The guarantee fee paid through the contract will be one night of accommodation, which is ~$145/night * number of blocked rooms. The hotel will issue a refund based on the number of rooms booked. I am still talking with the hotel about the possibility to block the room without a contract or fee (because it will take a month to process and another month to refund), but it seems a contract can better protect us.

A link will not be used for the reservation after discussing with the hotel staff, because it requires a guarantee of 2/3-night rate for all the blocked rooms, it’s too high and unreasonable. Instead,
we will only need provide a list of guests’ names to the hotel as soon as they’re confirmed, no deposit is needed for reservation, all deposit and room rates will be paid at the hotel during check in and check out, by guests themselves or UC Davis, using credit cards or cash. Paid by a third-party card is allowed, even the guests can pay the deposit (cash or their own credit card) by themselves when checking in, then switch to a third-party card of UC Davis when checking out, and the deposit will be refunded to the guests. Does this work for you?

Attached I created a hotel reservation form to collect the accommodation and dietary restriction information to provide to the hotel, a document with hotel information and local transportation, and a visa application guide. Chinese Academy of Sciences will be able to provide an invitation letter for the visa application. Please review them and feel free to edit, I put my contact information in those document, but please be free to add or switch to any other contacts you think appropriate.

EHA (I) will figure out the contract issue for rooms reservation, and let [REDACTED] know about the whole budget. I am also preparing document for the report to the public security bureau about this meeting before we can sign any contract with the hotel. Hope we can get all things set up as soon as possible.

Please let me know if the reservation and payment methods works for you or if there are any questions.

Best,

[REDACTED]

On Dec 7, 2016, at 8:43 PM, [REDACTED]@ucdavis.edu wrote:
With regard to the meals to be provided, do you have a preference as to how invited participants relay any dietary restrictions? Would you prefer they contact me and I relay that information to you, or that they contact you directly?

Thanks,

[Signature]

---

From: [mailto:](mailto: [email_address])
Sent: Tuesday, December 06, 2016 5:51 PM
To: [email_address]
Cc: [email_address]; [email_address]
Subject: RE: GVP Beijing Meeting

Hi,

For the deposit required from participants, is that equivalent to one night of accommodation? With regard to the guarantee amount required to establish the block, do you know what the rate is per room? Is there any allowance in the contract for attrition (i.e. you can request to release X number of rooms by a certain date without a fee)? Will the hotel issue a refund of the guarantee amount paid based on the number of rooms booked (i.e. if you pay a guarantee deposit for 50 rooms, and guests book/pay deposits for 45 rooms, the guarantee you paid for those 45 rooms will be refunded)?

For those who need assistance with lodging, we would typically make their reservation through the same booking link, then use the corporate card of one of the UCD attendees (i.e. [signature]) to pay their room costs upon check-out. Do you know if the hotel has any issue with third-party payment on behalf of another guest? Also, some attendees may not have their own credit card. Do you know if the hotel requires a credit card upon check-in for incidentals, or will they allow guests to check-in with cash deposit?

Any expenses incurred directly with the hotel as a result of the contract (i.e. the guarantee amount) would be paid by EHA, and resolved via the subaward as described in her email, so please track those costs. I’m not aware of an official name for the meeting. I’ll ask to weigh in if there is an official name, otherwise, what you’ve proposed seems fine to me.
Lastly, I’m putting together a logistical guide for attendees with some information on travel, and was wondering if you knew of any resources or special guidance we should provide attendees with regard to visas? Most attendees will need to obtain a visa of some kind in advance of travel, so we’d like to include any information they might find helpful in that process. We will also direct them to contact their nearest embassy or consulate for guidance on current visa requirements.

Thank you,

From: [b(4)@ecohealthalliance.org]
Sent: Sunday, December 04, 2016 8:44 PM
To: [b(6)]
Cc: [b(6)] Peter Daszak; [b(6)]
Subject: Re: GVP Beijing Meeting

Hi,

The hotel will create a link for participants to confirm their bookings, through the link every participant will have to pay the deposit using their own credit cards first, no matter if the costs will be covered by GVP funds from UC Davis or not. UC Davis can make the bookings for those who need assistance in lodging, or the hotel will be able to shift the payment to UC Davis’s account once we have confirmed how many rooms’ costs will be covered by GVP funds.

Establishing a room block will require a contract with the hotel, and guarantee fee based on the number of rooms. However, for example, if we have blocked 50 rooms and paid deposits for these 50 rooms as guarantee, then only 45 rooms were booked, the deposit of the other 5 rooms will not be refunded.

Sorry, this is a little bit complicated, especially when we are not sure about the number of participants. I will get the meeting things set up as soon as EHA can sign the contract (yes, it needs two separated contracts for meeting and rooms), so that the hotel can create the room booking link for the meeting soon.
Here is the contact information of the hotel: http://www.cncegrandhotel.com/en/contact.html, if you want to contact them for further information. Please do let me know if anything I can help.

BTW, do we have an official name for this meeting to be used in the contract and the booking link? “Global Virome Project (GVP) Working Group Meeting”??

Best,

On Dec 1, 2016, at 1:25 PM, [jfh]@ucdavis.edu> wrote:

Hi [jfh],

UC Davis will be adding funds to EcoHealth Alliance’s PREDICT subaward to cover the cost of the meeting (meetings space, A/V, catering costs for meals/refreshments provided as part of the meeting), so any contracts that need to be signed in relation to these costs would be signed by EHA. UC Davis will facilitate payment of travel costs (airfare, lodging, M&I) for those who need it [jfh] will be handling the logistical details on this front, so please address any questions to her). However, if lodging costs for attendees are to be paid by EHA directly to the hotel (not paid by the traveler upon checkout and then reimbursed), then UC Davis would add funds to the EHA subaward to cover those costs, as well. In our experience, establishing a room block and providing participants with a link to confirm their own bookings and pay upon checkout has been the easiest way to handle such arrangements, so that would be our recommendation for how to proceed.

Thanks,

[7](6)

One Health Institute
University of California, Davis

(office)

(cell)
Hi,

Thank you for all the information.

Please see the attached document for more information, I also included the costs for a small group meeting on Feb. 5 as suggested. Please feel free to let me know if you need any further information. Signing a contract will require some document from UC Davis or EHA (depending on how we process the funding and who will sign the contract) for security reasons, it’s usually required by the Chinese government for international organizations, and I don’t think there will be any problem, just let you know.

I will be in Beijing to meet with and his staff on Dec. 14/15, so it might be a good time to check about the hotel and everything else. Let me know.

Thanks,
On Nov 22, 2016, at 3:15 PM, <user> wrote:

Hi all,

[redacted] forwarded a spreadsheet that included [redacted]. Given the increase in numbers, can you advise who was not included on the original spreadsheet, or forward an updated version reflecting the increase in anticipated attendees? I did not see any names on the “proposed advisory attendees’ tab, so I take it there are no names to be removed in light of [redacted] proposal not to include them for this meeting.

Do we know the departure cities of the proposed attendees? This may impact the estimated cost of airfare, and will also need to be included on any group ITA we plan to submit for those whose travel will be covered on GVP funds. The budget should also be amended to include business class airfare for any we anticipate will need it (i.e. for medical reasons).

Can you advise what the plan is for meals? [redacted] has included an estimate of $100/person/day. Per the State Department website, the M&I per diem rate for Beijing is $119/day, but would need to be prorated based on travel departure/arrival times, and any meals provided. Does the hotel rate include breakfast? Will any meals be provided during the meeting apart from the dinner planned on 2/5? The budget should be revised to include separate line items for “entertainment meals” (meals we will provide) and the estimated prorated per diem for attendees.

Is anything included in the daily meeting rate (i.e. A/V setup, wifi, refreshments)? Is it a flat rate, or is it based on the number of attendees?

[redacted] – can you advise the total number of participants you anticipate for the smaller group meeting on 2/5 (i.e. will this just be core team members as noted on the spreadsheet)? Based on the size of the group, it may be necessary to coordinate an additional meeting space on that date, which would need to be reflected in the estimated meeting space budget. Do you have any further information regarding the second meeting [redacted] has envisioned for the advisory group (i.e. dates, location, estimated number of participants)?
With regard to [ ] availability – yes, she is only available on 2/6. She has a prior commitment on 2/7 in Minnesota, so will need to depart on Monday afternoon in order to make her return flight.

Thank you,

[ ]

---

**From:** Peter Daszak [mailto:daszak@ecohealthalliance.org]  
**Sent:** Tuesday, November 22, 2016 11:21 AM  
**To:** [ ]  
**Cc:** [ ]  
**Subject:** RE: GVP Beijing Meeting

Thanks [ ] the increased number will be if we have all the people on the GVP ‘steering committee’ present – i.e. all attendees at Bellagio

Cheers,

Peter

**Peter Daszak**

*President*
EcoHealth Alliance

460 West 34th Street – 17th Floor

New York, NY 10001

www.ecohealthalliance.org

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From: [your email address]@ecohealthalliance.org
Sent: Tuesday, November 22, 2016 2:18 PM
To: 
Cc: Peter Daszak;
Subject: Re: GVP Beijing Meeting

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- 6:00pm--Dinner

February 6, Monday

- 9:00am—5:00pm GVP WG Meeting

February 7, Tuesday

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Chinese Academy of Science

- 2:00pm—4:00pm CNVP announcement/press release event

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I have contacted the hotel recommended by [Redacted] the cost of the rooms and one and a half days meetings for [Redacted]. We are planning to have the China Project announcement event at Chinese Academy of Sciences, so this hotel is a proper choice that is just next to CAS.

The whole budget seems too high now because of the airfares, some of them will be covered through PREDICT, but not sure how many others will be covered by the GVP funds from UC Davis, and how many people are attending.

I will be working with [Redacted] assistant for the logistics work of GVP meeting and to organize the announcement event. If we are OK for budgeting with [Redacted]. I will ask the hotel to send us a formal agreement/contract next week. What else we need? Please let me know.
On Nov 18, 2016, at 7:08 PM, [email]@ucdavis.edu[/email] wrote:

Good afternoon all,

Per Peter’s guidance during the GVP call yesterday, I am following up to touch base on plans for the Beijing meeting, scheduled for February 5-7, 2017. Has any action been taken on event logistics? Is there a contact onsite that is assisting with identifying a hotel, meeting location, etc.?

If meetings costs are to be covered through the GVP funds at UC Davis, any agreements for these spaces will need to through our Purchasing Department, which is currently averaging 4-6 weeks for processing. Their office also closes for two weeks during the holidays, so we would need to move forward with the agreement request as soon as possible.

Any updates you can provide are much appreciated. Also happy to chat by phone if easier than going back and forth via email.

Thanks!

[Name]

HR/Payroll/Financial Assistant

One Health Institute

University of California, Davis

FAX

@email@ucdavis.edu
EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
EcoHealth Alliance leads cutting-edge research into the critical connections between human and wildlife health and delicate ecosystems. With this science we develop solutions that promote conservation and prevent pandemics.
Hi

Thanks for your quick response and all of this information. I'll share this background with our colleagues and let you know if there are additional questions.

Best,

Sent from my iPhone

On Jan 25, 2017, at 4:05 PM, [email]@ecohealthalliance.org wrote:

Hi

It’s an initiative meeting to discuss about the plans and strategies to launch the China National Virome Project, we haven’t got any funds committed, but some potential funders are invited. And because there is no funds available, decided not to announce the project this time, and no media coverage is planned. Please find the attached draft agenda that may provide more information.

Sorry I haven’t heard much details from, but please let me know if any further information I can provide.

Best,

<CNVP Meeting_Agenda_0125.docx>

On Jan 25, 2017, at 3:48 PM, [email]@usaid.gov wrote:

Hi & Peter,

We're getting a number of questions from the Embassy and DC about the details of the Tuesday event, particularly around goal, participation, announcements, and media coverage.

Any chance you could provide a quick blurb which I could share regarding those items or give me a quick call at +1 (in the next 45 min). Also may end of looping you into the
conversations, just for a head's up.

Thanks,

Sent from my iPhone
Hi.

We had left some flexibility in that determination for each working group co-chair, so I will definitely leave that decision up to you and your co-chair (well, [redacted] in place of [redacted]).

As this will be one of the only times for the working groups to meet in person, we did want to allow space for either the co-chairs to meet with one another or with the co-chairs of other working groups in order to determine their overlapping issues (the "speed dating" section is about 10 minutes with each group to help determine that). Depending on their flexibility with the time difference, you can certainly go to a break-out room and call in [redacted] as well.

Everyone is welcome to the other event (CNVP) and it had been expected that [redacted] would be at that event, especially given the importance of the Lab working group to the early stages of the initiative and communicating the plans/questions in that area to our Chinese colleagues (who are expected to be one of the first countries to begin their National Virome Project).

Please let me know if I can further clarify!

Best,

[redacted]

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Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk: [redacted]
Cell: [redacted]
E-mail: [redacted]@usaid.gov

On Wed, Feb 1, 2017 at 5:31 PM, [redacted]@ucdavis.edu> wrote:

Hi [redacted]
I am copying in [b(6)] who can provide further guidance as to which of the two sessions you would join on Tuesday.

Given the visa issues and the tight timeline for processing, I would recommend booking the flexible United fare versus the lowest fare non-refundable.

Thanks,

[b(6)]

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From: [b(6)]
Sent: Wednesday, February 01, 2017 8:06 AM
To: [b(6)]
CC: [b(6)]
Subject: Re: Global Virome Project Meeting - Beijing, China, Feb. 6-7, 2017

Many thanks, [b(6)] Can you please specify whether I’d join the CNPV Initiative meeting or the afternoon working group meeting on Tue?

Also, given the recent visa issues, would you recommend to book a flexible ticket or a lowest fare non-refundable?

Cheers, [b(6)]

---

From: [b(6)]
Date: Tuesday, January 31, 2017 at 6:50 PM
To: [b(6)]
CC: [b(6)]
Subject: RE: Global Virome Project Meeting - Beijing, China, Feb. 6-7, 2017

Hi [b(6)]
Yes, you can go ahead and book economy and submit for reimbursement upon your return from Beijing, along with any other expenses related to your travel. You should have received an email from [mailto:] this afternoon with the agenda for the meeting (also attached here), which provides further specifics on Tuesday activities.

Thank you,

[mailto:]

---

From: [mailto:]@cumc.columbia.edu
Sent: Tuesday, January 31, 2017 1:46 PM
To: [mailto:]
Cc: 
Subject: Re: Global Virome Project Meeting - Beijing, China, Feb. 6-7, 2017

Hi,

So, then I go ahead and book economy and get reimbursed, correct? Also, can you send me an itinerary re Tue afternoon. The only information that I have for that afternoon (see attached) did not include any hours just said “lunch and press” and then groups are free to continue interactions ...

Best,

---

From: [mailto:]@ucdavis.edu>
Date: Tuesday, January 31, 2017 at 1:12 PM
To: [mailto:]@cumc.columbia.edu>
Cc: [mailto:]@cumc.columbia.edu>
Subject: RE: Global Virome Project Meeting - Beijing, China, Feb. 6-7, 2017

Good morning
My apologies for the delay in responding; I was out of the office sick yesterday. With regard to the flight options provided, are both business class fares? Due to fund source guidelines, we have to book flights in Economy Class unless an allowable exception applies, such as a medical need. I may have already coordinated with you on this guidance, but I am attaching the information here as well for quick reference. Please let me know if you are planning to book in Business Class, or if you have any questions.

I also noticed that the return flight selected would depart on February 7 at 5:00pm. I would note that meeting activities are scheduled to run through 5:00pm on that date, so there would be some conflict with that departure time. We are of course supportive of whatever itinerary best accommodates your schedule, but wanted to share this information in the event it is helpful in coordinating your travel plans.

Thank you,

Hi thanks for your note.

Hi please let me know if one of these options will work.

Best,
Hi

There should not be any problem with you replacing [b(6)] and it being covered, thank you for being willing to attend on such short notice.

[br(6)] is handling the travel arrangements, so I will defer to her on the possible options which you provided.

Best,

[br(6)]

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk: [br(6)]
Cell: [br(6)]
E-mail: [br(6)]@usaid.gov

On Tue, Jan 31, 2017 at 11:15 AM, [br(6)]@cumc.columbia.edu> wrote:

Dear [br(6)]

We are optimistic to receive a visa by Fri. Did you get any info re covering ticket and accommodation? [br(6)] suggested also to send you possible flight options (see attached).
Best wishes,

From: 
Date: Monday, January 30, 2017 at 11:21 AM
To: 
Cc: 
Subject: Re: Global Virome Project Meeting - Beijing, China, Feb. 6-7, 2017

Hi

Apologies for the delay. We would be more than happy to have attend in place and I'm sorry to hear that will not be able to attend. I will have to confirm, however, about covering his ticket and accommodations. I'll try to verify today.

In the interim, - will it be possible for to obtain a visa at this point and for to call in?

Best,

Emerging Threats Division
Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk:
On Mon, Jan 30, 2017 at 11:18 AM, [email]@cumc.columbia.edu> wrote:

Dear [Name]

I wanted to make sure you had received my message on Friday in regards to [Name] attending in person. He would have to get a visa immediately on a rush if he were to attend. Please advise.

In addition, it would be great if we can find a time for [Name] to join by phone at some point in time, even with the time zone differences.

Best wishes,

[Name]

Center for Infection and Immunity
Mailman School of Public Health
Columbia University
Phone: [Phone]
Email: [Email]@columbia.edu
www.cii.columbia.edu

Please consider the environmental impact of printing this email. If you must print, please print double-sided.

On Jan 27, 2017, at 9:32 AM, [Email]@cumc.columbia.edu> wrote:

Dear [Name]

It is confirmed that [Name] the day before he is supposed to leave. He will not be able to attend, unfortunately.
If you’d like to consider sending [insert] of the CII, he would be available to go. Would you be willing to cover his ticket and accommodations and also assist in getting a rush visa? Please let me know as soon as possible and I’ll have [insert] begin making arrangements. Sorry for these last minute changes.

Best,

[Name]

Center for Infection and Immunity  
Mailman School of Public Health  
Columbia University  
Phone: [Phone number]  
Email: [Email address]  
www.cii.columbia.edu

Please consider the environmental impact of printing this email. If you must print, please print double-sided.

On Jan 25, 2017, at 9:43 AM, [Email address] wrote:

Dear [Name]

Thank you for the head's up regarding [insert] and the possible impact on his travel. It would certainly be a huge loss to not have him at the meeting, but the priority, of course, is his [insert].

Please send him our best and let us know if there's anything we can do.

Best,

[Name]

Sent from my iPhone
On Jan 25, 2017, at 9:37 AM, [columbia.edu]@cumc.columbia.edu> wrote:

Dear [columbia.edu],

I wanted to alert you that [columbia.edu] which may impact his ability to travel to China. At the moment we don’t know when it will take place or [columbia.edu]. We will be sure to keep you informed of any updates.

Best,

[columbia.edu]

Center for Infection and Immunity
Mailman School of Public Health
Columbia University
Phone: [columbia.edu]
Email: [columbia.edu]
www.cii.columbia.edu

Please consider the environmental impact of printing this email. If you must print, please print double-sided.

On Jan 24, 2017, at 3:51 PM, [columbia.edu]@usaid.gov> wrote:

Dear Colleagues,

Thank you all for taking the time out of your busy schedules to meet us in Beijing and to assist in moving the GVP forward. For those who are new to the GVP, welcome to the family! For those with whom we’ve already been working, we’re looking forward to seeing you again soon!

Over the next few weeks, we’ll be reaching out with various updates as we finalize preparations for the meeting. We expect to have a finalized agenda to you all by late this week or early next.
In the interim, a few other items:

1) Logistics: If you have not been in touch with [insert name] (cc'ed) regarding logistics (including hotel, visas, etc.), please reach out immediately to ensure that you are all set for the meeting (and a huge thank you to them for all their work on this!).

2) GVP Background information: If you have not already, we recommend that you visit the GVP website, particularly the Resources tab. In that section, you will find the Bellagio Initiative, which came out of our first meeting last summer, and which we recommend reading prior to the Beijing meeting.

3) Attendees: We will share an attendee list in the future, but to give you a sense, meeting attendees include the GVP core team (who are doubling as meeting organizers), the transitional Steering Committee (who also attended the Bellagio Meeting), Thematic Area co-leads, and Working Group co-chairs. As you are likely aware, the core group is currently handling overall coordination, there are three Thematic Areas (Operations, Governance, and Science & Technology), and working groups fall within those three Thematic Areas.

4) Working Group Co-chairs: We are looking forward to hearing more about your progress during the meeting. If you have any questions about your specific task, please be sure to reach out to your Thematic Area co-leads in advance of the meeting.

5) Communications: If you have an assistant or colleagues who should be looped into any updates and who did not receive this communication, please let me know.

We will distribute further information and materials soon. If you have any questions in the interim, please do not hesitate to reach out!

Best,
Emerging Threats Division

Office of Infectious Disease
Bureau for Global Health
U.S. Agency for International Development (USAID)

Desk:  
Cell:  
E-mail: @usaid.gov