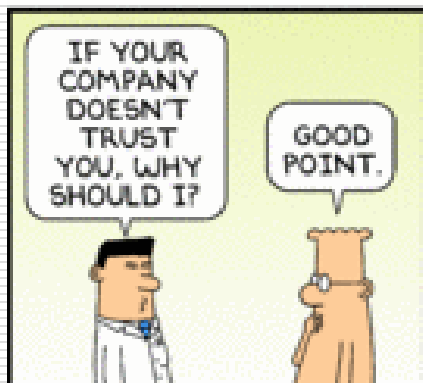
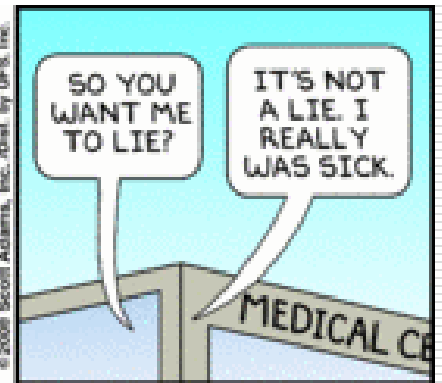
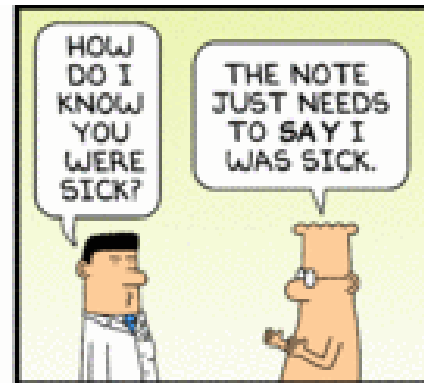
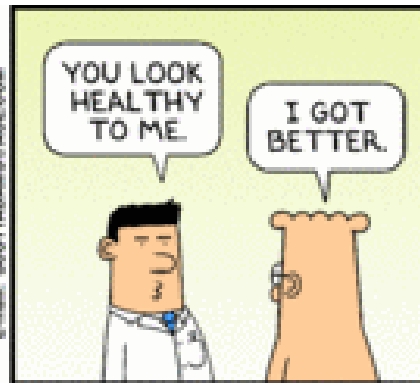




Ethics in the Government Meetings Industry

Old Dominion Chapter of SGMP
2018 Chapter Education Conference
March 6, 2018

Presented by:
Rob Coffman, CGMP



Objectives

- What is Ethics?
 - Federal and State Resources and their Roles
 - Learn key terms regarding government procurement and conflicts of interest
-

Objectives

- Gain a better understanding of what is acceptable, borderline, and not acceptable
 - Review some real world scenarios
-

Ethics

Definition: "...the discipline dealing with what is good and bad; a set of moral principles/values; the principles of conduct governing an individual or a group; a guiding philosophy..."

*Source: Merriam-Webster online dictionary

Ethics

□ **Synonyms:**

Morality, morals, principles, standards

□ **Related Words:**

Customs, etiquette, manners, mores; beliefs, dogma, faith, tenets

U.S. Office of Government Ethics

- ❑ Ethics in Government Act was passed by Congress in 1978
 - ❑ Each federal department/agency has an “Ethics Officer”
 - ❑ www.usoge.gov
-

Ethics Officer/Office

□ Role is to:

- Interpret their agencies' policy
 - Assist with decisions involved in procurement of goods/services
 - Prevent and resolve conflicts of interest issues
 - Each agency can make their rules more strict, but not more lenient
 - Typically located in Office of General Counsel/legal division of agency
-

State – Ethics Resources

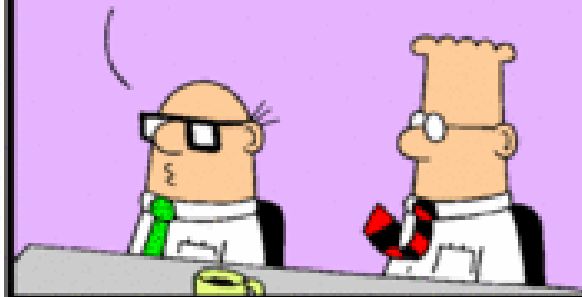
- State Code of Ethics
 - Typically covers executive branch only
 - Office of Inspector General
 - Ethics Commission
 - Ethics Training
 - Universities sometimes have their own – employees/students
-

OUR NEW VICE PRESIDENT OF ETHICS WILL HELP YOU DECIDE WHAT'S RIGHT AND WRONG.



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WHEN WE TALK TO HIM, WHAT CUSTOMER'S PROJECT SHOULD WE CHARGE FOR OUR TIME?



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WHICHEVER ONE WE HATE THE MOST.



Ethical Issues in our Industry

- Government meetings = tax payer dollars being spent on:
 - Transportation (airlines, rental cars, taxis, etc.)
 - Hotels/Convention Centers
 - Catering/restaurants
 - Other services: audio visual, security, staging/décor, printing & graphics, etc.
-

Procurement/Purchasing Regs

- There are procurement regulations in place to ensure rules and processes are followed re:
 - Best value for money
 - Fair pricing
 - Adequate competition
 - Utilizing small businesses when available
-

Key words/acronyms

- ❑ Federal Acquisition Regulations (FAR)
 - ❑ Federal Travel Regulations (FTR)
 - ❑ Contracting Officer (CO)
 - ❑ Contracting Officer's Technical Representative (COTR or COR)
-

Prohibited Source

- Anyone seeking to do business with the federal government, includes:
 - CVBs
 - Hotels
 - Registration vendors
 - Audio Visual contractors
 - Interpretation companies
 - Transportation companies
 - Other vendors/service providers
-

Gift Restrictions

- ❑ Accepting gifts or travel from a prohibited source is restricted
 - ❑ The monetary threshold for a gift is \$25 at one time, up to a maximum of \$50 per year from the same source
 - ❑ You can NOT make up the difference between \$25 and the actual cost of an item
-

Gift Giving Guidance cont.

- There are a few cases when accepting a gift from a prohibited source is permitted:
 - Gifts based on friendship or family relations and not on professional association
 - Gifts based on outside business or employment relationships –MUST have authorization before entering into any outside employment
-

Gift Giving Guidance cont.

- ❑ Discounts, rewards, prizes that are available to the general public and not based on government employment
 - ❑ Gifts of little intrinsic value
 - ❑ WAGs
 - ❑ Perishable gifts
 - If it can be shared with the office
-

Conflict of Interest

- Conflict of interest may occur when a person uses their professional position for personal gain. Examples:
 - Using hotel points earned from a govt mtg for personal stay
 - Accepting a gift from a prohibited source that does not meet the pre-mentioned guidelines
 - Participating in a FAM trip when you have no intention of bringing govt business to that location
-

Can a govt planner accept:

- Hotel points for sleeping rooms?
 - Hotel points for their meeting?
 - Airline miles?
 - Comp sleeping room during a site?
 - Meal at a hotel with hotel sales mgr?
 - Continental breakfast tray for 10 people?
-

Can a govt planner accept:

- Meal at a hotel without the hotel sales person?
 - Meal with a hotel sales person at an area restaurant?
 - Airline voucher when “bumped”?
 - FAM trip?
 - Limo service from airport?
-



SGMIP

SOCIETY OF GOVERNMENT MEETING
P R O F E S S I O N A L S

Thank You!



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