

ROLES & RESPONSIBILITIES

REFERENCE GUIDE

This reference sheet provides an overview of the roles and responsibilities of key actors in USAID activities.

ROLE	RESPONSIBILITIES
Regional Environmental Advisor (REA) <i>USAID/Middle East: Alexandra Hadzi-Vidanovic</i>	<ul style="list-style-type: none"> Environmental compliance technical assistance to Missions Provides quality assurance and quality control of Reg. 216 documentation before it goes to the Bureau Environmental Officer.
Mission Environmental Officer (MEO) <i>USAID/Jordan: Amer Al-Homoud</i> <i>USAID/West Bank/Gaza: Anan Masri</i>	<ul style="list-style-type: none"> Technical adviser and Quality Assurance/Quality Control reviewer for Reg. 216 docs Clears Reg. 216 docs before they go to Mission Director Mission compliance advisor and coordinator; assists in compliance monitoring Mission point of contact to REA and BEO
Bureau Environmental Officer (BEO) <i>USAID/Middle East: John Wilson</i>	<ul style="list-style-type: none"> Oversee environmental compliance in their Bureau Primary decision makers on 22 CFR 216 threshold decisions for activities under the purview of their Bureau
Agreement/Contracting Officer's Representative (A/COR) <i>Project-specific</i>	<ul style="list-style-type: none"> Assure Reg. 216 documentation in place Assure IEE/EA conditions & compliance requirements incorporated into procurement instruments Monitor compliance with IEE/EA conditions & modify or end activities not in compliance
Implementing Partner (IP) <i>Project-specific</i>	<ul style="list-style-type: none"> Design of detailed environmental mitigation and monitoring plan (EMMP) in response to mitigation and monitoring conditions established by the Reg. 216 documentation Implement mitigation and monitoring conditions that apply to their project activities & report to USAID

Additional resources:

- USAID's Automated Directives System (ADS), <https://www.usaid.gov/who-we-are/agency-policy/about-ads>.
- Roles, Responsibilities, and Resources session from the GEMS Environmental Compliance and Environmentally Sound Design and Management workshop curriculum.