



U.S. House of Representatives

# COMMITTEE ON ETHICS

## MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Julia Letlow
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: February 21st, 2023 Return: February 27th, 2023
- b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Miami, FL Destination: Doha, Qatar Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: United States - Qatar Business Council
6. Describe Meetings and Events Attended (attach additional pages if necessary):  
See final attached agenda and description (attachment #1)

7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
  - a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - c.  page 2 of the completed *Traveler Form* submitted by the Member or officer; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda.  
**Signify statement is true by checking the box.**

b. If not, explain:

**I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.** I have determined that all of the expenses on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

Member / Officer Signature:

Date: 3-9-2023



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) who paid for the trip: United States-Qatar Business Council(USQBC) 501 (c)(6) trade association in Washington, DC

2. Travel Destination(s): Doha, Qatar

3. Date of Departure: February 21, 2023 Date of Return: February 27, 2023

4. Name(s) of Traveler(s): Julia Letlow

*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$12,904	\$1436	\$560 (approximate)	\$13.50 (Mandatory Travel Health Insurance)
Accompanying Family Member				

6.  All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. *Signify statement is true by checking box.*

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 03/08/2023

Name: Mohammed H. Barakat Title: Managing Director

Organization: United States-Qatar Business Council

*I am an officer of the above-named organization. Signify statement is true by checking box.*

Address: 1700 New York Ave NW, Suite 330, Washington, DC 20006

Email: mohammedbarakat@usqbc.org Telephone: office: 202-457-8555; cell: 202-900-8900

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor who will be paying for the trip:  
United States-Qatar Business Council(USQBC) 501 (c)(6) trade association in Washington DC
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. **Check only one.** I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
  - c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of ALL House Members *and* employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
Attachment 1
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: February 21, 2023 Date of return: February 27, 2023
7. a. City of departure: Members' Districts  
b. Destination(s): Doha, Qatar  
c. City of return: Members' Districts
8. **Check only one.** I represent that:
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



U.S. House of Representatives

# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.* Attachment 2
11. **Check only one of the following:**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:  
Attachment 3

13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*

15. **Check only one.** I represent that either:

- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation.

If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided):

Breakfast ~\$25; Lunch ~\$40; Dinner ~\$60 per person per day. (Approximate)

2) Provide the reason for selecting the location of the event or trip:

The sponsoring entity works to advance the US business and commercial relationship with the country that is the destination of the trip.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Waldorf Astoria Lusail City: Doha Cost Per Night: ~\$250

Reason(s) for Selecting: close proximity to meeting locations and easy access.

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$10,500	\$1,250	\$560
For each Accompanying Family Member	\$10,500	\$0	\$560

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		


**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

### 19. Check only one:

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

### 20. I certify by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: January 17, 2023

Name: Mohammed Barakat Title: Managing Director

Organization: United States-Qatar Business Council

Address: 1700 New York Avenue NW, Suite 330, Washington, DC 20006

Email: mohammedbarakat@usqbc.org Telephone: office: 202-457-8555;  
cell: 202-900-8900

## INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building  
Washington, D.C. 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Julia Letlow

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): \_\_\_\_\_

Office Address: 142 Cannon House Office Building

Telephone Number: 202-225-8490

Email Address of Contact Person: caroline.courville@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



TRAVELER FORM

1. Name of Traveler: Julia Letlow
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
United States Qatar Business Council
3. City and State **OR** Foreign Country of Travel: Qatar
4. a. Date of Departure: 2/21/23 Date of Return: 2/27/23  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? If yes:  
(1) Name of Accompanying Family Member: Julie Ramsey  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): Companion  
(3) Yes  No  Accompanying Family Member is at least 18 years of age:
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.  
  
*NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.*
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.  
**Staff should include their job title and how the activities on the itinerary relate to their duties.**  
As a Member of Congress, I am asked to vote on a broad spectrum of matters involving foreign relations in the Middle East. Participation in this trip will give me invaluable first-hand knowledge and education and enable me to better carry out my duties.
9. Yes  No  **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member  Date 1-24-2023

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

Dave Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Kelle A. Strickland  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

February 9, 2023

The Honorable Julia Letlow  
U.S. House of Representatives  
142 Cannon House Office Building  
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Qatar,<sup>1</sup> scheduled for February 21 to 27, 2023, sponsored by United States Qatar Business Council.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$415] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts

---

<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.



from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest  
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild  
Ranking Member

MG/SW:amr



**Attachment (1)  
Post-Trip Final Agenda  
February 21-27, 2023**

**Tuesday, February 21, 2023** - Members departed to Doha

**Wednesday February 22, 2023** – Members arrived in Qatar

6:00PM – 10:30 PM: Arrival Dinner with U.S. Qatar Business Council and invited guest representatives from the Qatar Ministry of Foreign Affairs, and CEO of Masraf Al Rayan, a leading Qatar bank

Participants were briefed by USQBC Managing Director and Treasurer of the Board of Directors Mohammed Barakat on the visit agenda's upcoming events, and the organization's history operating in both the U.S. and Qatar. Participants gained insight into the success stories of U.S. companies in Qatar, how the U.S. has engaged Qatar as a key trading partner, and what opportunities exist to expand U.S. business through further contributions to the Qatari economy. Participants also discussed Qatar's financial markets and financial security protocols with invited guest Fahad Al-Khalifa, CEO of Masraf Al Rayan.

6:00 PM – 7:30 PM: Transport from Hamad International Airport to Waldorf Astoria Lusail Doha and settle into rooms before dinner

7:30 PM – 8:00 PM: Transportation to dinner

8:00 PM – 8:30 PM: Briefing with U.S. Qatar Business Council Managing Director and Treasurer of the Board of Directors Mohammed Barakat

8:30 PM – 9:00 PM: Briefing with invited guest representatives from the Qatar Ministry of Foreign Affairs and Masraf Al Rayan CEO Fahad Al-Khalifa

9:00 PM – 10:00 PM: Dinner and continuation of discussion

10:00 PM – 10:30 PM: Return transportation to hotel

**Thursday, February 23, 2023**

8:00 AM - 9:30 PM: Members held Meetings with U.S. Embassy Officials as well as Business, Education, and Government Officials in Qatar

8:00 AM - 9:00 AM: Members met with U.S. Ambassador to Qatar, Amb. Timmy Davis, and key U.S. Embassy Staff at the Waldorf Astoria Lusail Hotel



Participants were briefed by the U.S. Ambassador and U.S. Embassy team on U.S.-Qatar bilateral relations. This provided an opportunity for the participants to learn about the key strengths of the trade/commercial, security, defense and energy relationship between the U.S. and Qatar.

9:00 AM – 11:15 AM: Personal time and preparation for next meeting

11:15 AM – 12:00 PM: Transportation from Hotel to Qatar Investment Authority

12:00 PM - 1:00 PM: Meeting with Qatar Investment Authority representatives including Mohammad Al-Sowaidi, Chief Investment Officer – Americas

Participants met with representatives of the Qatar Investment Authority including Mohammad Al-Sowaidi, Chief Investment Officer – Americas, where they were briefed and engaged in dialogue on the broad, overarching Qatar foreign and domestic investment strategy, including Qatar's goal of investing \$45 billion in the United States. They learned about existing U.S.-Qatar economic ties, long-term growth objectives of Qatar Investment Authority, and discussed potential growth opportunities. Participants developed a greater understanding of how the U.S. fits into Qatar's investment strategy and what opportunities can be explored specific to their districts.

1:00 PM – 1:30 PM Travel to Lunch

1:30 PM - 2:30 PM: Lunch with invited guests including Qatar's Ambassador to the U.S. and representatives of Qatar's Ministry of Foreign Affairs

Participants met with representatives of the Qatar Ministry of Foreign Affairs including Qatar's Ambassador to the U.S. Meshal bin Hamad Al-Thani. Participants were briefed on the Qatar-U.S. foreign affairs collaboration and gained insight to the importance of the U.S.-Qatar business partnership and global and regional security issues.

1:30 PM – 2:00 PM: Briefing by invited guest representatives of the Qatar Ministry of Foreign Affairs

2:00 PM – 2:30 PM: Lunch and continuation of discussion

2:30 PM - 3:00 PM: Transportation to Qatar Foundation in Education City

3:00 PM - 5:00 PM: Tour and briefing of Qatar Foundation in Education City

Participants were briefed by Qatar Foundation representatives on Qatar's national education initiatives and the importance of the partnerships between the U.S. and Qatar in the education sector.



Participants gained insight into the success of the six American universities operating in Qatar, and the significance of these investments, and how they add a skilled workforce that can be employed by U.S. companies in Qatar. In addition, participants learned of the incentives and benefits offered by Qatar in the education, research, and development space and how companies in their home districts could benefit from these.

3:00 PM – 4:00 PM: Tour of Qatar Foundation in Education City

4:00 PM – 4:30 PM: Presentation by Qatar Foundation representatives on Qatar Foundation and Education City

4:30 PM – 5:00 PM: Participants engaged in discussion with Qatar Foundation representatives

5:00 PM - 5:30 PM: Return transportation to hotel

5:30 PM - 6:30 PM: Personal time at the hotel

6:30 PM - 7:00 PM: Departure from hotel to USQBC Reception

7:00 PM - 9:00 PM: U.S. Qatar Business Council Reception for the US-Qatar Business Community

Participants met over 30 representatives of the wider U.S.-Qatar business community and representatives of the U.S.-Qatar community including representatives from American and Qatari companies. Participants engaged in dialogue and gained better insight into the stories of U.S. commercial success in Qatar, how the U.S. has engaged Qatar as a key trading partner, and what opportunities exist to expand U.S. businesses through further contributions to the bilateral economy.

9:00 PM - 9:30 PM: Return transportation to hotel

### **Friday February 24, 2023**

11:00 AM - 8:30 PM: Participants explored Qatar's tourism landmarks and infrastructure projects and explored opportunities for U.S. Investments in Qatar's tourism and hospitality sectors

11:00 AM - 12:00 PM: Participants traveled to the Mesaieed Southern Region

12:00 PM - 5:00 PM: Participants spent time touring the Mesaieed Southern Region



The representatives visited Qatari tourist destinations and were briefed about the many opportunities available in Qatar's real estate, hospitality, and tourism industries. With many American tourism & hospitality companies already operating in Qatar, like Sheraton, Marriott, Intercontinental, etc., and many Qatari investments in the U.S. like St. Regis DC, W Hotel Miami, etc., participants were briefed and engaged in dialogue on the many opportunities to further collaborate with the U.S. in the hospitality sector. Participants discussed which locations may be of interest for U.S. investment in Qatar, general opportunities for investment in the U.S. hospitality sector, collaboration potential with U.S.-based tourism & hospitality operators, and how investments can create jobs in the participants' districts. Participants also explored local Qatar sports and tourism activities.

12:00 PM – 12:30 PM: Participants drove by with highlights on key energy and petrochemical infrastructure and processing facilities in the Mesaieed Southern Region

12:30 PM – 2:00 PM: Lunch with invited guests of the local tourism operator community

2:00 PM – 4:30 PM: Guided tour of hospitality and tourism facilities and infrastructure

4:30 PM – 5:00 PM: Personal time & preparation for return trip

5:00 PM - 6:00 PM: Transportation to hotel

6:00 PM - 7:30 PM: Personal time at hotel

7:30 PM - 8:00 PM: Transportation to dinner

8:00 PM - 10:00 PM: Dinner with invited guest representatives from the Qatar Ministry of Foreign Affairs including Economic Officers and Qatar's Ambassador to the US

Participants were briefed by and engaged in dialogue with invited guests from Qatar Ministry of Foreign Affairs Economic Officers and team members as well as Qatar's Ambassador to the U.S. Meshal bin Hamad Al-Thani on Qatari business engagements in the U.S. as well as plans for Qatari investment. Participants had the opportunity to learn about the planned Qatari outreach in the U.S. and how Qatar is promoting business ventures in the US.

8:00 PM – 8:30 PM: Briefing by invited guests from Qatar Ministry of Foreign Affairs Economic Officers



8:30 PM – 9:00 PM: Discussion and dialogue with participants and invited guests from the Qatar Ministry of Foreign Affairs

9:00 PM – 10:00 PM: Dinner and continuation of discussion

10:00 PM - 10:30 PM: Return transportation to hotel

### **Saturday February 25, 2023**

9:00 AM – 10:00 AM: Breakfast with USQBC representatives and briefing for following day's official meetings and necessary preparations with senior Qatari government officials

10:00 AM – 12:00 PM: Personal/work time and preparation for next engagement

12:00 PM - 9:00 PM: Members were briefed on Qatar's retail & trade opportunities and met with key investment and economic entities in Qatar

12:00 PM - 12:30 PM: Transportation from hotel Qatar National Museum

12:30 PM - 1:30 PM: Guided Tour of Qatar National Museum

1:30 PM - 3:00 PM: Lunch with invited guest representative from the Investment Promotion Agency of Qatar

Participants were briefed, had lunch, and discussed Qatar's inward investment capabilities, incentives, and benefits with invited guest representative from the Investment Promotion Agency of Qatar, Fahad Al-Kuwari, Head of Investment Relations. Participants discussed Qatar's recent infrastructure and technology developments as well as advantages of Qatar's geographic location that will make the country a key hub in the region across all industries. Participants learned about the opportunities for investment in these areas and how these recent developments can benefit their home districts. Participants also learned about the incentives and benefits offered to foreign investors to support newly operating US companies in Qatar.

1:30 PM – 2:15 PM: Briefing by Fahad Al-Kuwari, Head of Investment Relations, Investment Promotion Agency of Qatar

2:15 PM – 3:00 PM: Lunch and continuation of discussion

3:00 PM - 3:30 PM: Transportation to Souq Waqif Historic Market



3:30 PM - 5:00 PM: Participants were given a tour & briefing by USQBC representatives and spent time at the Souq Waqif Historic Market where they learned about Qatar's historical tourism & cultural landmarks, retail & trade infrastructure, and what opportunities exist for U.S. commerce in these areas.

5:00 PM - 5:30 PM: Transportation to hotel

5:30 PM - 7:30 PM: Personal/work time

7:30 PM - 8:00 PM: Transportation to dinner

8:00 PM - 10:00 PM: Dinner with invited guest Economic and Investment Advisor to the Qatari Government, Ali Al-Thawadi

During this working dinner, participants were briefed and engaged in dialogue with invited guest Ali Al Thawadi, Economic and Investment Advisor to the Qatari Government, who discussed Qatar's economic opportunities and initiatives with the U.S. and opportunities to strengthen business ties from a trade and commerce perspective, as well as the financial and banking side of the commercial engagements. This briefing covered the Qatari government's overall view of the U.S.-Qatar trade relationship, and opportunities to collaborate and enhance the commercial relationship between the two countries.

### **Sunday, February 26, 2023**

9:00 AM - 10:30 PM: Members met with Head of State and Senior Government Officials in Qatar

9:00 AM - 9:45 AM: Transportation to meeting with Head of State

9:45 AM - 10:30 AM: Meeting with Head of State and Deputy Prime Minister and Minister of Foreign Affairs

Participants met with the Head of State for the State of Qatar Tamim bin Hamad Al-Thani and Qatar's Deputy Prime Minister and Minister of Foreign Affairs, Mohammed bin Abdulrahman Al-Thani. Participants discussed the overall strategic relationship with the United States in the trade, commercial, investment sectors. The dialogue included the broad overarching Qatar foreign and domestic investment strategy. They learned about existing U.S.-Qatar economic ties and the long-term growth objectives and discuss potential growth opportunities.



10:30 AM – 11:00 AM: Transportation to meeting with Minister of Commerce and Industry

11:00 AM – 12:00 PM: Meeting with Minister of Commerce and Industry

Participants were briefed and engaged in dialogue with the Minister of Commerce of Industry Mohammed bin Hamad bin Qassim Al-Thani and additional trade & investment officials from the ministry. Participants learned about the key target sectors for investment, the recent economic and commercial reforms Qatar has made to facilitate trade & investment with the U.S., and critical infrastructure projects and initiatives to enhance the investment & trade ecosystem in Qatar. Participants developed a better understanding of how the U.S. fits into Qatar's trade & investment strategy and how these opportunities can benefit their districts.

12:00 PM - 12:30 PM Transportation to lunch

1:00 PM - 3:00 PM: Lunch with invited guest representatives of the Qatar's Ministry of Foreign Affairs

1:00 PM – 2:00 PM: Briefing by invited guest representatives of the Qatar Ministry of Foreign affairs. Participants learned about the key global and regional security partnership between the U.S. and Qatar and ways it can be expanded and enhanced. They also learned about the importance of the security, military, and defense agreements and trade between the U.S. and Qatar.

2:00 PM – 3:00 PM: Lunch and continuation of discussion

3:00 PM - 3:30 PM: Transportation to hotel

3:30 PM - 8:00 PM: Personal/work time

8:00 PM - 8:30 PM: Transportation to dinner

8:30 PM - 10:30 PM: Dinner with USQBC representatives

USQBC representatives presented the key takeaways from the trip, high-priority sectors for expanded commerce & investment, important follow-ups, and how members can engage more to benefit their home districts and states with investment & trade opportunities learned from this program.

10:30 PM – 11:00 PM: Return transportation to hotel

**Monday, February 27, 2023 – Members Depart Qatar and return to the US**





The Honorable Julia Letlow (R-LA)  
142 Cannon House Office Building  
Washington, DC 20515

January 17<sup>th</sup>, 2023

REF: 2023-MB-04

Dear Congresswoman Julia Letlow,

On behalf of the United States Qatar Business Council (USQBC), it is my honor to invite you to visit the State of Qatar as part of a US-Qatar focused bilateral business and investment collaboration program, subject to approval by the House Committee on Ethics. The USQBC will be responsible for planning and conducting the above-mentioned program scheduled for February 22 - February 27, 2023.

The trip offers a great opportunity to explore the potential expansion of business ties between American companies and those of Qatar. During this trip, you will be introduced to Qatar's existing investment, economic, trade, and commercial ties to the United States and opportunities for further development.

While in Qatar, invitees will participate in meetings with high-ranking government and business leaders. In addition, participants will visit key places of business interest including the Qatar Investment Authority (QIA) and the Supreme Council for Economic Affairs and Investment (SCEAI). These visits, among others, will seek to advance US business interests and promote initiatives that will contribute towards the economic growth and job creation in the US.

For further inquiries, please contact the United States Qatar Business Council at [us@usqbc.org](mailto:us@usqbc.org). I hope we will have the opportunity for you to join us on this program.

Sincerely,  


Mohammed H. Barakat  
Managing Director and Treasurer of the Board of Directors  
US-Qatar Business Council



Attachment (1)  
Invited US House of Representatives Members

1. **Congressman Lance Gooden - US Representative from Texas**  
Explore opportunities for potential Qatari investments in Rep. Gooden's district and opportunities for district businesses to export to Qatar in order to promote business expansion and job creation in the district.
  
2. **Congresswoman Jahana Hayes - US Representative from Connecticut**  
Explore opportunities for potential Qatari investments in Rep. Hayes' district and opportunities for district businesses to export to Qatar in order to promote business expansion and job creation in the district.
  
3. **Congresswoman Jasmine Crockett - US Representative from Texas**  
Explore opportunities for potential Qatari investments in Rep. Crockett's district and opportunities for district businesses to export to Qatar in order to promote business expansion and job creation in the district.
  
4. **Congressman David Joyce - US Representative from Ohio**  
Explore opportunities for potential Qatari investments in Rep. Joyce's district and opportunities for district businesses to export to Qatar in order to promote business expansion and job creation in the district.
  
5. **Congresswoman Julia Letlow - US Representative from Louisiana**  
Explore opportunities for potential Qatari investments in Rep. Letlow's district and opportunities for district businesses to export to Qatar in order to promote business expansion and job creation in the district.



**Attachment (2)  
Draft Agenda\*  
February 21-27, 2023**

**Tuesday, February 21, 2023 - Members depart to Doha from their districts.**

**Wednesday February 22, 2023 – Arrive in Qatar**  
Arrive to Doha, Qatar

Possible Arrival times from US cities/Members' districts to DOH:

- From IAD, Arrive to DOH: 5:00 PM (AST)
- From ORD, Arrive to DOH: 6:05 PM (AST)
- From DFW, Arrive to DOH: 6:00 PM (AST)
- From JFK, Arrive to DOH: 4:25 PM (AST)

6:00PM - 9:30 PM: Arrival Dinner with US Qatar Business Council

Participants will be briefed by USQBC Managing Director and Treasurer of the Board of Directors on the week's upcoming events and the organization's history operating in both the US and Qatar. Participants will gain better insight into the success stories of US companies in Qatar, how the US has engaged Qatar as a key trading partner, and what opportunities exist to expand US business through further contributions to the Qatari economy.

6:00 PM – 7:00 PM: Transport from Hamad International Airport to Waldorf Astoria Lusail Doha and settle into rooms before dinner

7:00 PM – 7:30 PM: Transportation from Waldorf Astoria Lusail Doha to next engagement

7:30 PM – 9:30 PM: Dinner and briefing with US Qatar Business Council Managing Director and Treasurer of the Board of Directors, Mohammed Barakat

**Thursday, February 23, 2023**

9:00 AM - 12:30 PM: Meetings with the US Embassy

Participants will be briefed by the US Ambassador and Embassy team on US-Qatar bilateral relations. This will provide an opportunity for the participants to learn about the key strengths of the trade/commercial, security, defense and energy relationship between the US and Qatar.

9:00 AM – 10:00 AM: Transportation from Waldorf Astoria Hotel Lusail Doha to US Embassy Doha



10:00 AM – 11:30 AM: Briefing by the US Embassy team and US Ambassador at the US Embassy Doha

11:30 AM – 12:30 PM: Transportation to next engagement

12:30 PM - 2:00 PM: Lunch Briefing with Minister of Finance and Minister of Finance Team

During this working lunch, participants will be briefed and engage in dialogue with Ali bin Ahmed Al-Kuwari who will discuss Qatar's economic opportunities and initiatives with the US and opportunities to strengthen business ties from a trade and commerce perspective, as well as the financial and banking side of the commercial engagements. This briefing will cover major events with the US Representatives such as the upcoming US-Qatar Economic Roadshow in the US, the US-Qatar Strategic Dialogue, the Qatari government's overall view of the US-Qatar trade relationship, and opportunities to collaborate and enhance the commercial relationship between the two countries.

12:30 PM – 1:00 PM: Briefing with Ali bin Ahmed Al-Kuwari, Minister of Finance, and Minister of Finance Team

1:00 PM – 2:00 PM: Lunch with Ali bin Ahmed Al-Kuwari, Minister of Finance, and Minister of Finance Team

2:00 PM - 6:30 PM: Visit to Education City

Participants will be briefed and engage in dialogue with Education City's American universities' deans about Qatar's national education initiatives and the cultural significance of these investments, in addition to the incentives and benefits they could bring to US investment from their home constituencies.

2:00 PM – 2:45 PM: Transportation to next engagement

2:45 PM – 4:45 PM: Visit to Education City to meet with 6 American university deans

4:45 PM – 6:30 PM: Return transportation, personal work time, preparation, and departure to next engagement

6:30 PM - 9:00 PM: US-Qatar Business Council Reception for the US-Qatar Business Community

Participants will meet with the wider US-Qatar business community and US-Qatar community including representatives from American and Qatari companies. Participants will engage in



dialogue and gain better insight into the stories of US commercial success in Qatar, how the US has engaged Qatar as a key trading partner, and what opportunities exist to expand US businesses through further contributions to the Qatari economy.

6:30 PM – 7:00 PM: Transportation from Waldorf Astoria Lusail Doha to the Engagement

7:00 PM – 8:30 PM: Reception with the US-Qatar businesses

8:30 PM - 9:00 PM: Return transportation

### **Friday February 24, 2023**

9:00 AM - 12:00 PM: Coffee Meeting with select USQBC Board Members

Participants will attend a breakfast briefing where they will meet and engage in dialogue with representatives of USQBC Board Member companies. Participants will learn about the experiences of the USQBC business community and how their constituent districts could benefit from additional business opportunities from enhanced trade, investment, and business ties with Qatar.

9:00 AM – 10:00 AM: Preparation for meetings, updates, and transportation to first engagement

10:00 AM – 11:00 AM: Meet with select USQBC Board Members

11:00 AM - 11:30 AM: Transportation to Next Engagement

11:30 AM - 2:30 PM: Lunch Briefing and Discussion with the Ambassador of the State of Qatar to the United States and the Qatar Embassy Team

Participants will be briefed by and engage in dialogue with Meshal bin Hamad Al-Thani and economic team members on Qatari business engagements in the US as well as plans for Qatari investment. Participants will have the opportunity to learn about the planned Qatari outreach in the US and how Qatar is promoting business ventures in the US.

11:30 AM – 12:15 PM: Return transportation, personal work time, preparation, and transportation to next engagement

12:15 PM – 1:45 PM: Lunch with Meshal bin Hamad Al-Thani, Qatari Ambassador to the United States

1:45 PM – 2:30 PM: Return transportation, personal work time, preparation, and departure to next engagement



**2:30 PM - 7:00 PM: Hospitality and Tourism Sectors Tours**

Participants will visit Katara Village, a key tourism & hospitality development in Qatar. With many American tourism & hospitality companies already operating in Qatar, like Sheraton, Marriott, Intercontinental, etc., and many Qatari investments in the US like St. Regis DC, W Hotel Miami, etc., participants will be briefed and engage in dialogue on the many opportunities to further collaborate with the US in the hospitality sector. Participants will discuss which locations may be of interest for Qatari investment in the US, general opportunities for investment

in the US hospitality sector, collaboration potential with US-based tourism & hospitality operators, and how investments can create jobs in the participants' districts.

**2:30 PM - 3:00 PM: Transportation to the engagement**

**3:00 PM – 5:30 PM: Investment tour with hospitality and tourism sectors and meeting with subject matter experts in the hospitality sector.**

**5:30 PM - 7:00 PM: Return transportation, personal work time, preparation, and departure to next engagement**

**7:00 PM – 8:30 PM Dinner Briefing with US Companies**

Participants will attend a Dinner Briefing where they will meet and engage in dialogue with representatives of US companies with operations in Qatar, including USQBC member companies. The participants will have the opportunity learn more Qatar's business environment and how increased trade, investment, and commercial ties can benefit enhance the economy of their districts and create jobs for their constituents.

**7:00 PM – 8:00 PM: Dinner Briefing with US Companies**

**8:00 PM – 8:30 PM: Return transportation**

**Saturday February 25, 2023**

**9:00 AM - 2:30 PM: Visit to Al Udeid Air Base**

Participants will tour Al Udeid on both the Qatari and US sides. US Representatives will have the opportunity to visit US troops based in or passing through Qatar on critical missions to US security and the security cooperation it has with Qatar. The participants will also have the opportunity to see the in-progress \$3B base housing expansion investment by Qatar, which American defense companies are involved with, and which have potential to yield further opportunity for more American business participation and content.



9:00 AM – 9:30 AM: Preparation for meetings, updates, and transportation

9:30 AM – 10:30 AM: Transportation from Waldorf Astoria Hotel Lusail Doha to Al Udeid Air Base

10:30 AM – 11:30 AM: Briefing from US Base Commander

11:30 AM – 12:30 PM: Tour of Al Udeid Air Base

12:30 PM - 2:30 PM: Lunch with servicemen and women

2:30 PM - 3:30 PM: Return transportation

3:30 PM - 7:00 PM Meetings with Qatar Sovereign Wealth Fund

Participants will be briefed and engage in dialogue on the broad, overarching Qatar foreign and domestic investment strategy, including Qatar's goal of investing \$45 billion in the United States. They will learn about existing US-Qatar economic ties and the long-term growth objectives and discuss potential growth opportunities. Participants will develop a greater understanding of how the US fits into Qatar's investment strategy and what opportunities can be explored specific to their districts.

3:30 PM – 4:30 PM: Preparation, and departure to the engagement

4:30 PM – 6:30 PM: Meeting with Qatar Investment Authority including a one hour briefing and presentation with Qatar Investment Authority representatives to discuss Qatar's international investment strategy, and 30 minutes for participants to discuss specific investment opportunities in their constituencies. This would be followed by 30 minutes dialogue & discussion.

6:30 PM – 7:00 PM: Transportation to next engagement

7:00 PM - 10:30 PM: Dinner Briefing with Representatives of the Qatar Ministry of Commerce and Industry and Qatar economic affairs departments

Participants will be briefed and engage in dialogue with representatives of the Qatar Ministry of Commerce and Industry and Qatar economic affairs departments. Participants will learn about the key target sectors for investment, the recent economic and commercial reforms Qatar has made to facilitate trade & investment with the US, and critical infrastructure projects and initiatives to enhance the investment & trade ecosystem in Qatar. Participants will develop a



better understanding of how the US fits into Qatar's trade & investment strategy and how these opportunities can benefit their districts.

7:00 PM – 8:00 PM: Preparation for meetings, updates, and transportation

8:00 PM - 8:30 PM: Transportation to next engagement

8:30 PM - 10:00 PM: Dinner with representatives of the Qatar Ministry of Commerce and Industry and representatives of economics affairs departments. This includes 45 minutes of presentation and dialogue and 45 minutes for dinner.

10:00 PM - 10:30 PM: Return Transportation

**Sunday, February 26, 2023,**

9:00 AM – 1:00 PM: Meetings with Head of State and Senior Government Officials

Participants will meet with the Head of State for the State of Qatar Tamim bin Hamad Al-Thani who will discuss with participants about the overall strategic relationship with the United States in the trade, commercial, investment sectors. The dialogue will include the broad overarching Qatar foreign and domestic investment strategy. They will learn about existing US-Qatar economic ties and the long-term growth objectives and discuss potential growth opportunities.

9:00 AM - 10:00 AM: Preparation for meetings, updates, and transportation

10:00 AM – 11:00 AM: Meeting with Khalid bin Khalifa bin Abdulaziz Al-Thani – Prime Minister & Minister of Interior; Executive Member for the Supreme Council for Economic Affairs and Investment (SCEAI)

11:00 AM – 12:00 PM: Meeting with Head of State, the Amir of Qatar, Sheikh Tamim bin Hamad Al-Thani and Head of the Supreme Council for Economic Affairs and Investment (SCEAI)

12:00 PM - 1:00 PM: Meeting and briefing with Mohammed bin Abdulrahman Al-Thani, Chairman of Qatar Investment Authority, Deputy Prime Minister, and Minister of Foreign Affairs





1:00 PM - 3:00 PM: Meetings with Qatar's Chamber of Commerce

Participants will attend a lunch briefing with members of the Qatar Chamber of Commerce and Industry. They will meet and engage in dialogue and discussion with senior representatives of leading Qatari private sector entities who will share their experiences and success stories of the Qatari private sector. Participants will learn more about the existing links between American and Qatari private sector companies, opportunities for private US businesses in Qatar, key priority sectors for partnerships and development, Qatari companies' procurement of product and services from the United States, opportunities to increasing exports of the United States to Qatar, and how these opportunities may benefit participant's home districts.

1:00 PM – 1:30 PM: Transportation to next engagement

1:30 PM – 2:30 PM: Lunch with Qatar Chamber of Commerce

2:30 PM – 3:00 PM: Transportation to next engagement

3:00 PM - 8:00 PM: Meetings with Qatari Investment Promotion entities

Dinner, briefing, and discussion of Qatar's capabilities in Qatar's free economic zones optimized for shipping, transportation, and service industries leaders of the Free Zones, QFC and the Investment Promotion Agency of Qatar. Participants will discuss Qatar's recent infrastructure and technology developments as well as advantages of Qatar's geographic location that will make the country a key hub in the region across all industries. Participants will learn about the opportunities for investment in these areas and how these recent developments can benefit their home districts.

3:00 PM – 5:30 PM: Return transportation, personal time, and departure to next engagement

5:30 PM – 6:00 PM: Transportation from Waldorf Astoria Hotel Lusail Doha to next engagement

6:00 PM – 7:30 PM: Meeting with Ahmed Al Sayed, Chairman of the Qatar Free Zones, Yousuf Al Jaida, CEO of Qatar Financial Centre (QFC), and Ali bin Waleed Al-Thani, CEO of Investment Promotion Agency of Qatar (IPA Qatar). This includes one hour presentation and discussion and 30 minutes dinner.

7:30 PM - 8:00 PM: Return transportation



**Monday, February 27, 2023 – Depart Qatar and return to the US**  
8:35 AM (AST) Depart from DOH

\*Meetings subject to final confirmation.

### Attachment (3)

12 . For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

The United State Business Council (USQBC) since it was established in 1996 in Washington DC, works to advance the US business and investment interest with international partners and in this case the State of Qatar; increasing the investments in the United States, and the US exports internationally, to advance the US business competitiveness and growth and support US job growth and the added value to the US economy; USQBC assist US businesses, commercial and trade entities to connect to opportunities in Qatar, in this trip: USQBC will help advance the US businesses interests and allow for better understanding of the available opportunities and collaboration with business, trade and commercial entities in Qatar. USQBC will coordinate the travel, and logistics of this trip. In addition, arrange for a series of meetings as it relate to business objectives of the United States. Moreover, the USQBC will develop an agenda to allow the trip participants to learn more and advocate for the US and business interests.