



U.S. House of Representatives

# COMMITTEE ON ETHICS

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

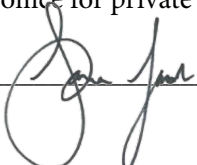
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance 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: \_\_\_\_\_
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: \_\_\_\_\_ Return: \_\_\_\_\_  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure City: \_\_\_\_\_ Destination: \_\_\_\_\_ Return City: \_\_\_\_\_
5. Sponsor(s), Who Paid for the Trip: \_\_\_\_\_
6. Describe Meetings and Events Attended (attach additional pages if necessary):

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: \_\_\_\_\_



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: Save the Children Action Network, CARE, Bill & Melinda Gates Foundation
2. Travel Destination(s): Nairobi, Kenya
3. Date of Departure: April 7, 2023 Date of Return: April 15, 2023
4. Name(s) of Traveler(s): Rep. Sara Jacobs

*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	\$9,509.35	\$1,250.00	\$417.49	\$741.62 (interpreters, security, airport services, travel ins., medic)
Accompanying Family Member	N/A	N/A	N/A	N/A

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: Christy Gleason Date: 04/25/2023

Name: Christy Gleason Title: Executive Director

Organization: Save the Children Action Network

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

Address: 899 North Capitol Street NE, Suite 900, Washington, DC 20002

Email: cgleason@savechildren.org Telephone: 302-559-4748

*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.



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: SARA JACOBS

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: 1314 Longworth HOB Washington, DC 20515

Telephone Number: 202-225-2040

Email Address of Contact Person: katie.heller@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).



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: SARA JACOBS
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Cooperation for Assistance and Relief Everywhere, Inc (CARE) and Save the Children Action Network
3. City and State **OR** Foreign Country of Travel : Nairobi, Kenya
4. a. Date of Departure: April 7, 2023 Date of Return: April 15, 2023  
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: \_\_\_\_\_  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(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.**  
This trip will inform my work as a member of HFAC

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 3/7/2023



# U.S. House of Representatives COMMITTEE ON ETHICS

## 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:  
Cooperation for Assistance and Relief Everywhere, Inc (CARE)
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:  
The Bill and Melinda Gates Foundation, Save the Children Action Network
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):  
See attached Addendum A
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: April 8th, 2023 Date of return: April 15th, 2023
7. a. City of departure: See attached Addendum B  
b. Destination(s): Nairobi, Kenya and Burao, Somaliland  
c. City of return: See attached Addendum B
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.*
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:  
See attached Addendum C
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:  
Flights within Africa will be by chartered plane to expedite travel, avoid long drives over difficult roads, and maximize time spent at program sites.
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):  
\$57.00 - \$78.00 per day. See attached Addendum D for additional details.
- 2) Provide the reason for selecting the location of the event or trip:  
Feature the successes and the challenges of hunger crisis in Kenya and Somalia
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Villa Rosa Kempinski City: Nairobi, Kenya Cost Per Night: \$250.00  
Reason(s) for Selecting: The hotel offers Western style accommodations and ample security.
- Hotel Name: Mansoor Hotel City: Burao, Somalia Cost Per Night: \$112.00  
Reason(s) for Selecting: The hotel offers Western style accommodations and ample security.
- 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	\$7,500.00	\$1112	\$446
For each Accompanying Family Member	\$7,500.00	\$1112	\$446

	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	\$452.27	Interpreter, Security, Insurance, Airport Services
For each Accompanying Family Member	\$452.27	* See attached Addendum D for breakdown

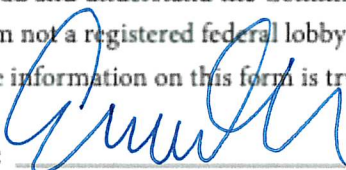
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

## 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: 3/7/2023  
Name: Eric Johnson Title: General Counsel  
Organization: Cooperation for Assistance and Relief Everywhere, Inc (CARE)  
Address: 151 Ellis St NE, Atlanta, GA  
Email: Eric.Johnson@care.org Telephone: 1-404-216-9696

## 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

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation.

**Provide a copy of your completed form to the primary sponsor of the trip.**

**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. Name of Primary Trip Sponsor: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
2. Name of your organization: Save the Children Action Network (SCAN)
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: Nairobi, Kenya and Burao, Somaliland on Date: April 8, 2023 - April 15, 2023  
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Christy Gleason Date: 3/7/2023

Name: Christy Gleason Title: Executive Director

Organization: Save the Children Action Network

Address: 899 North Capitol Street NE, Suite 900, Washington, D.C. 20002

Email: cg1eason@savechildren.org Telephone: 3025594748



U.S. House of Representatives

## COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

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. Name of Primary Trip Sponsor: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
2. Name of your organization: The Bill and Melinda Gates Foundation
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - a.  Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
  - b.  Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: \_\_\_\_\_ on Date: \_\_\_\_\_  
that is being organized or arranged by the above-named Primary Trip Sponsor. OR
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
  - a.  My organization does not employ or retain a registered federal lobbyist or foreign agent OR
  - b.  My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: 3/17/23

Name: Kim Webber Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 1300 I St NW Washington DC 20005

Email: Kim.webber@gatesfoundation.org Telephone: 202-662-8195



U.S. House of Representatives

# COMMITTEE ON ETHICS

## INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

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)

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

David P. 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

March 31, 2023

The Honorable Sara Jacobs  
U.S. House of Representatives  
1314 Longworth 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 Kenya,<sup>1</sup> scheduled for April 7 to 15, 2023, sponsored by Cooperative for Assistance and Relief Everywhere, Inc. (CARE), Save the Children Action Network (SCAN), and Bill & Melinda Gates Foundation.

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 \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. 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 \$480] 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 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.

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<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. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

Save the Children Action Network  
Primary Trip Sponsor Form Addenda (April 8 – April 15, 2023)

*Addendum A: Invited Members*

We invited Members handling agriculture, foreign affairs, and foreign assistance issues for Members of Congress on the below committees and caucuses. These committees and offices hold a particular relevance to the issues of global hunger and U.S. foreign assistance, which will be the focus of the trip. We also invited individual Members who have previous experience with climate issues, humanitarian aid, refugees, and foreign affairs.

- House Agriculture Committee
- Senate Agriculture Committee
- House Appropriations Committee
- Senate Appropriations Committee
- House Foreign Affairs Committee
- Senate Foreign Affairs Committee
- House Hunger Caucus
- House leadership offices

Individual invitees are listed below:

- Rep. Adriano Espaillat
- Rep. Andrea Salinas
- Rep. Andy Ogles
- Rep. Betty McCollum
- Rep. Bob Latta
- Rep. Brad Schneider
- Rep. Brian Fitzpatrick
- Rep. Brian Mast
- Rep. Chris Stewart
- Rep. Claudia Tenney
- Rep. Colin Allred
- Rep. Dan Meuser
- Rep. Dan Newhouse
- Rep. David Cicilline
- Rep. David Joyce
- Rep. David Rouzer
- Rep. David Scott
- Rep. David Trone
- Rep. David Valadao
- Rep. Dean Phillips
- Rep. Delia Ramirez
- Rep. Derek Kilmer
- Rep. Dina Titus
- Rep. Don Bacon
- Rep. Dusty Johnson
- Rep. Glenn "G T" Thompson
- Rep. Grace Meng
- Rep. Greg Landsman
- Rep. Greg Meeks

Save the Children Action Network  
Primary Trip Sponsor Form Addenda (April 8 – April 15, 2023)

- Rep. Guy Reschenthaler
- Rep. Hal Rogers
- Rep. Jahana Hayes
- Rep. Jennifer Wexton
- Rep. Jim Costa
- Rep. Jim McGovern
- Rep. Joaquin Castro
- Rep. Joe Wilson
- Rep. John Moolenaar
- Rep. Josh Harder
- Rep. Juan Vargas
- Rep. Julia Letlow
- Rep. Katherine Clark
- Rep. Ken Buck
- Rep. Lauren Underwood
- Rep. Marcy Kaptur
- Rep. Maria Salazar
- Rep. Mark Amodei
- Rep. Mark Green
- Rep. Mark Pocan
- Rep. Michael McCaul
- Rep. Morgan Griffith
- Rep. Nichole Malliotakis
- Rep. Pete Aguilar
- Rep. Ro Khanna
- Rep. Robert Aderholt
- Rep. Robert Garcia
- Rep. Robert Menendez
- Rep. Rosa DeLauro
- Rep. Sanford Bishop
- Rep. Sara Jacobs
- Rep. Scott Desjarlais
- Rep. Scott Perry
- Rep. Spanberger
- Rep. Ted Lieu
- Rep. Thomas Kean Jr.
- Rep. Tim Walberg
- Rep. Tom Cole
- Rep. Tony Gonzalez
- Rep. Tracey Mann
- Rep. Trent Kelly
- Rep. Vicente Gonzalez
- Rep. Young Kim
- Rep. Zach Nunn
- Sen. Ben Cardin
- Sen. Ben Ray Lujan

Save the Children Action Network

Primary Trip Sponsor Form Addenda (April 8 – April 15, 2023)

- Sen. Bill Hagerty
- Sen. Braun
- Sen. Brian Schatz
- Sen. Chris Murphy
- Sen. Chuck Grassley
- Sen. Cory Booker
- Sen. Deb Fisher
- Sen. Dick Durbin
- Sen. Jeanne Shaheen
- Sen. Jerry Moran
- Sen. John Barrasso
- Sen. John Boozman
- Sen. John Hoeven
- Sen. John Thune
- Sen. Jon Tester
- Sen. Joni Ernst
- Sen. Kirsten Gillibrand
- Sen. Lindsey Graham
- Sen. Marco Rubio
- Sen. Martin Heinrich
- Sen. Mitt Romney
- Sen. Raphael Warnock
- Sen. Ron Johnson
- Sen. Sherrod Brown
- Sen. Tammy Baldwin
- Sen. Tim Kaine
- Sen. Tim Scott
- Sen. Todd Young

Save the Children Action Network  
Primary Trip Sponsor Form Addenda (April 8 – April 15, 2023)

*Addendum B: Travel Details*

Members will depart from and return to the U.S. from various cities. The details for confirmed Members of the House are listed below:

- Rep. Jahana Hayes will depart from and return to New York, NY.
- Rep. Morgan Griffith will depart from and return to Washington, DC.
- Rep. Lauren Underwood will depart from and return to Chicago, IL.
- Rep. Sara Jacobs will depart from and return to San Diego, CA.

Save the Children Action Network  
Primary Trip Sponsor Form Addenda (April 8 – April 15, 2023)

*Addendum C: Sponsors and Responsibilities*

Save the Children Action Network (SCAN)'s mission is to build bipartisan support to make sure every child has a strong start in life with focus areas in high-quality early learning and ending child hunger. The purpose of the trip is to educate members of Congress on the pressing global hunger and child health situation in East Africa so that they can be the voices for children and strongly support U.S. programs and investments in children globally.

Cooperative for Assistance and Relief Everywhere, Inc. (CARE) is a leading humanitarian organization focused on combating global poverty. In line with CARE's mission to combat global poverty by promoting community development and comprehensive humanitarian response, this trip was organized to show how US investments are combating the hunger crisis in East Africa.

CARE and SCAN are joint hosts to the delegation and responsible for logistics and content of the trip. Both organizations have talked with participants to the trip, developed the itinerary for the trip, and will be sharing all costs evenly.

Save the Children Action Network  
Primary Trip Sponsor Form Addenda (April 8 – April 15, 2023)

*Addendum D: Good Faith Estimate Travel Costs*

- Total Transportation: \$7,500.00 per person
  - Flights To/From the U.S.: \$4,826.00 per person on average
  - Flights within Africa: \$2,200.00 per person (four flights over three days)
  - Ground Transportation: \$380.00 per person
  
- Total Lodging Cost: \$1,112.00 per person
  - Villa Rosa Kempinski (Nairobi, Kenya): \$250.00 per person per night
  - Mansoor Hotel (Burao, Somaliland): \$112.00 per person per night
  
- Total Meals Cost: \$446.00 per person
  - Nairobi, Kenya: \$78.00 per person per day
  - Outside of Nairobi, Kenya: \$77.00 per person per day
  - Burao, Somaliland: \$57.00 per person per day
  
- Total Other Costs: \$452.27 per person
  - Interpreters: \$27.27 per person. Interpreters are necessary for visits outside of Nairobi where English is not the first language of most and many speak no English at all. An interpreter is necessary so that the delegates are able to converse with program participants and not only with program staff.
  - Security: \$275.00 per person. Security is necessary to ensure that the delegation remains safe throughout their time in country.
  - Airport Services: \$60.00 per person. Airport services will ensure an efficient arrival so that we are able to spend as much time as possible on the educational activities.
  - Travel Insurance: \$90.00 per person



Representative Sara Jacobs  
1314 Longworth House Office Building

Dear Representative Jacobs:

We are pleased to approach you with a special opportunity to join us on a Learning Tour to Kenya and Somalia over the April 2023 recess. This trip will focus on the drivers and response to the global hunger crisis with particular emphasis on East Africa. It will take place the week of April 10<sup>th</sup> (final dates to be determined based on member availability) and include a bi-partisan, bicameral delegation of policymakers.

As you may know, CARE has been leading [Learning Tour trips](#) with members of Congress all over the world since 2009. Save the Children Action Network is excited to co-lead this opportunity to see first-hand the challenges created by the hunger crisis and how the U.S. is responding to save lives and livelihoods.

The Learning Tour will take you off the beaten path to spend time in communities directly benefiting from U.S. investments. We will prioritize time in the field, visiting program sites that allow you to meet with community members and local organizations. Our experience implementing Congressional education trips, and strong ties in many of the communities you will visit, allow us to bring delegations to uniquely remote and challenging contexts. The trip will feature a wide array of implementing partners beyond CARE and Save the Children Action Network for you to get a deeper understanding of the work being done. Throughout the trip, you will have a chance to understand both the successes and the challenges facing communities in Kenya and Somalia, often articulated directly by the program participants themselves. Our goal is to present a comprehensive view of what interventions supported through U.S. investments can accomplish, and the challenges that remain.

Somalia currently teeters on the brink of famine. The record-breaking drought, compounded by the Ukraine conflict, has affected half the population and the United Nations predicts Somaliland could suffer its worst famine in half a century without urgent intervention. Kenya also sits on the front lines of the hunger crisis, experiencing both chronic food insecurity and acute humanitarian need. More than a quarter of young children in Kenya are stunted, an indication that they have had too little to eat over a long period of time. Seventy percent of the rural population depend on increasingly difficult small-scale agriculture for their living while the country also hosts thousands displaced from elsewhere in the region. In both contexts, women and girls bear the brunt of the crisis, with higher rates of malnutrition and increased rates of child marriage when resources are scarce. Even so, we are seeing tremendous success from the investments in resilience the U.S. and other donors have made since 2011. Emergency food aid has helped to save lives in immediate danger and programs like Feed the Future have supported communities in building long-term resiliency. On this Learning Tour, you will meet leaders of these communities return to Capitol Hill with a deeper understanding of the challenges and ways in which US is investing to save lives, protect livelihoods and build resilience for the future.

We hope you can join us. To allow sufficient time for planning, we would appreciate a response indicating your interest by Friday, January 27, 2023. Please let us know any additional information that would be helpful as well as ways we can tailor this opportunity to meet your needs and availability. I have asked Emily Byers in Save the Children Action Network's Washington, DC office to follow up. You can also reach her directly at 202-664-9021 or by email at [ebyers@savechildren.org](mailto:ebyers@savechildren.org).

Sincerely,



Michelle Nunn  
President & CEO  
CARE USA



Janti Soeripto  
Board Chair  
Save the Children Action Network

**AGENDA: Learning Tour to Kenya and Somalia, April 8-15  
CARE and Save the Children Action Network**

**Sunday, April 9, 2023**

**Travel Day**

2:15pm	Arrival at Jomo Kenyatta International Airport on Emirates Flight EK719
3:00-4:00pm	Transfer from Airport to Hotel
4:00-7:00pm	Downtime
7:00-8:00pm	Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another
	<i>Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)</i>

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Monday, April 10, 2023**

**Ainabo and Burao, Somalia**

7:00am	Depart Hotel for Nairobi Airport
8:30am-11:00am	Fly from Nairobi to Burao, Somalia
10:00-11:00am	<u>Somalia Context Briefings</u> on plane to give delegates an overview of food and nutrition security in Somalia
11:00am-1:00pm	Transfer from Burao Airstrip to Ainabo IDP Camp
1:00-4:00pm	<u>Site Vist 1: Ainabo IDP Camp</u> to understand the impact that conflict, climate, and inflation have had in displacement and the subsequent impacts on food and nutrition security. Visit will include a school, a water distribution point, and a health center.
	<i>Participants: Delegation, 3-4 CARE Field Staff, 10-15 program participants, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)</i>
4:00pm-6:00pm	Transfer to hotel
6:00-7:00pm	Downtime
7:00-9:00pm	<u>Dinner Briefing in Burao with Somalia Civil Society Groups</u> to understand the challenges facing Somalians, with a special focus on issues faced by women in Somalia

*Note: Entire time will be allocated to discussing officially connected programming.*

*Participants: Ummy Dubow (CARE Somalia), 2-3 local activists working on peacebuilding and women's rights*

*Overnight in Mansoor Hotel — Burao, Somalia*

**Tuesday, April 11, 2023**

**Burao, Somalia to Nairobi, Kenya**

8:30am	Breakfast at Hotel
9:00am	Transfer to Burao Airstrip
9:30-12:00pm	Flight from Burao Airstrip to Nairobi
12:00pm-1:00pm	Transfer from Nairobi Airport to Kempinski Hotel
1:00pm-3:00pm	<u>Meeting with Ambassador Whitman</u> (requested) to learn about U.S. development and humanitarian investments in Kenya and U.S. government priorities in the region  <i>Participants: Delegation, 3-4 representatives from the U.S. Mission to Ecuador, likely Ambassador Whitman and Dan Ryan (BHA)</i>
2:00-3:30pm	<u>Scene-Setter Briefing with INGO experts</u> with technical experts to gain social, political and historical context of development in Kenya and food and nutrition security challenges in the region  <i>Note: Entire time will be allocated to discussing officially-connected programming.</i>  <i>Participants: Keith Doyle (Action Against Hunger), Leah Kagura (CARE Kenya), Yvonne Achieng Arunga (Save the Children Action Network), Delegates</i>
3:30-5:00pm	<u>Tour of National Museum of Kenya</u> to understand the history of Kenya and the region  <i>Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers), Kenya National Musuem Staff</i>
5:00-6:30pm	Transfer to Dinner
6:30-8:00pm	<u>Dinner Briefing at Ankole Grill</u> on the humanitarian development nexus (long-term and short-term) and the impacts of locally led development

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers), Fred Ogeto (Racida), Suada Ibrahim (Red Cross Kenya), Ikeny Kapua (USAID Nawiri)*

*Note: Entire time will be allocated to discussing officially-connected programming.*

8:00-8:30pm Transfer to hotel

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Wednesday, April 12, 2023**

**Turkana Day Trip from Nairobi, Kenya**

7:00-7:45am Transfer to Wilson Airport

7:30-8:30am Breakfast Briefing on Flight from Wilson Airport to Riokomor Airstrip to discuss malnutrition

*Note: Breakfast on Plane*

8:30-9:00am Transfer from Riokomor Airstrip to Riokomor Village

9:00am-11:30pm Site Visit 1: USAID Nawiri Program at Riokomor Village to witness Food for Peace Title II non-emergency Resilience Food Security Activity (RFSA) programming in action and learn about building resilience to shocks and stresses due to climate change, conflict, and other crises with multisectoral interventions that work to build functioning markets and viable alternative livelihoods while treating immediate needs like malnutrition.

*Participants: Delegation, USAID Nawiri Field Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

11:30am-12:30pm Air Transfer from Riokomor to Lodwar

12:30am-2:00pm Drive from Lodwar to Kangelita

*Note: Lunch on Plane*

- 2:00-4:30pm Site Visit 2: Kangalita Village to meet with community members, Concern Worldwide (CW) and The World Food Program (WFP), who are supporting the pastoralist community in the transition to farming as a resilience strategy in the face of drought.
- Participants: Delegation, World Food Programme Field Staff, Concern Worldwide Field Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*
- 4:30-6:00pm Transfer from Kangalita to Lodwar Airport
- 6:00-7:00pm Flight Transfer from Lodwar Airport to Nairobi Wilson Airport
- 7:00-7:30pm Transfer from Nairobi Wilson Airport to Kempinski Hotel

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Thursday, April 13, 2023**

**Nairobi, Kenya**

- 8:30-9:30am Breakfast Briefing on Climate Smart Agriculture Adaptations
- 10:00-11:00am Transfer from hotel to Farmer Field and Business School
- 11:00am-1:30pm Site Visit 1: Visit to Farmer Field and Business School outside of Nairobi to learn about how farmers are increasing the availability of nutritious food in communities by employing modern farming techniques to increase yields.
- Participants: Delegation, CARE Kenya Field Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*
- 1:30-3:00pm Transfer from Farmer Field and Business School to President's Residence
- 3:00-4:00pm Meeting with Kenyan President (requested) to learn about the priorities and investments in food and nutrition security by the Kenyan

Government

*Participants: Delegation, officials from the Government of Kenya*

4:00-4:30pm

Transfer from President's residence to hotel

4:30-6:00pm

Downtime

6:00-6:30pm

Transfer to Reception Venue

6:30-8:30pm

Reception with U.S. Ambassador, Local Government, and NGO Leaders to discuss the role of international partners, the Kenyan Government, and NGOs in fostering food and nutrition security in the region

*Location: Slate Kitchen and Bar*

*Participants: Delegation and 50-75 representatives from the U.S.*

*Mission, international and local NGOs, activists, corporate partners, journalists, and local government officials*

8:30-9:0pm

Transfer to Hotel

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Friday, April 14, 2023**

**Travel Day**

9:00-9:45am

Briefing on Smallholder Farmers to understand challenges of market access for farmers in Kenya

*Participants: Delegation, VegPro Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

9:00-10:00am

Transfer to VegPro

10:00-12:00pm

Site Visit 1: VegPro to understand how USAID's Feed the Future program is supporting local Kenyan businesses create market linkages for smallholder farmers

*Participants: Delegation, VegPro Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

12:00-12:45pm

Transfer to Lunch

12:45pm-3:00pm

Closing Lunch at Cultiva to reflect on trip take-aways and the impact of U.S. support and interventions

*Note: Entire time will be allocated to discussing officially-connected programming.*

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

3:00-7:00pm

Downtime for packing or shopping

7:00-8:00pm

Transfer from Hotel to Airport

10:25pm

Delegation Departs NBO (Nairobi) on Lufthansa Flight 591

March 6, 2023

House Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515

This letter is submitted in response to your request regarding a learning trip beginning April 9, 2023. The Bill & Melinda Gates Foundation made a grant to CARE USA on October 9<sup>th</sup>, 2019 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at [kim.webber@gatesfoundation.org](mailto:kim.webber@gatesfoundation.org), or 202.662.8194.

Sincerely,



Kim Webber  
Senior Program Officer  
Global Policy and Advocacy  
Bill & Melinda Gates Foundation

### **CARE and CARE Action Now Structure Explained**

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides periodic funding to CARE Action Now using a written grant mechanism to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now provides to CARE its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

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 first letter "M" is large and loops around the first few letters of the name.

Michael Guest  
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is fluid and cursive, with the "S" and "W" being particularly prominent.

Susan Wild  
Ranking Member

MG/SW:rp

**AGENDA: Learning Tour to Kenya, April 7-16  
CARE and Save the Children Action Network**

**Friday, April 7, 2023**

**Travel Day**

*Delegates depart from the U.S. on different flights between 12:08pm PDT Friday, April 7 and 11:20am EDT on Saturday, April 8 and arrive at Jomo Kenyatta International Airport in Nairobi by 2:30pm on April 9.*

*Transfer to hotel.*

**Saturday, April 8, 2023**

**Travel Day**

*Delegates depart from the U.S. on different flights between 12:08pm PDT Friday, April 7 and 11:20am EDT on Saturday, April 8 and arrive at Jomo Kenyatta International Airport in Nairobi by 2:30pm on April 9.*

*Transfer to hotel.*

**Sunday, April 9, 2023**

**Travel Day**

*Delegates arrive at Jomo Kenyatta International Airport in Nairobi by 2:30pm on April 9 and transfer to hotel.*

4:00-5:45pm

Downtime at Hotel

5:45-6:30pm

Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

6:30-8:30pm

Briefing with Somali Women Civil Society Leaders

- **Note: Moved from Monday evening to maximize time at Kakuma Refugee Camp**

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Monday, April 10, 2023**

**Kakuma, Kenya**

8:00am

Breakfast at hotel

8:45-9:00am

Transfer to Wilson airport

9:30am-10:45am

Fly from Nairobi to Kakuma Airstrip– CHARTERED AIRCRAFT

10:45-11:00am

Transfer from Kakuma airstrip to Kakuma Refugee Camp

11:00-5:00pm Visit to Kakuma Refugee Camp to learn about how the global hunger crisis is affecting migration and impacting levels of malnutrition. Activities to include witnessing a malnutrition monitoring, food distributions, and malnutrition stabilization at a health clinic.

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers), WFP Field Staff*

*\*Note: Time extended; moved dinner briefing to Sunday to be able to spend more time at the refugee camp*

5:00-5:30pm Transfer from Kakuma refugee camp to Kakuma airstrip

5:30-7:00pm Fly from Kakuma airstrip to Wilson airport, Nairobi

7:00-7:30pm Transfer to Kempinski hotel

5:30-7:00pm Free Dinner

*\*Note: Changed to dinner at leisure to maximize time at refugee camp*

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Tuesday, April 11, 2023 Nairobi, Kenya**

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9:30-11:00am Breakfast Briefing with US Mission

*\*Note: Added as meeting with Ambassador was scheduled for Thursday morning*

11:15-12:45pm Tour of National Museum of Kenya to understand the history of Kenya and the region

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers), Kenya National Museum Staff*

*\*Note: Moved up from afternoon to add a movement break between briefings*

1:00pm-3:00pm Scene-Setter Lunch Briefing with INGO experts with technical experts to gain social, political and historical context of development in Kenya and food and nutrition security challenges in the region

*Note: Entire time will be allocated to discussing officially-connected programming.*

*Participants: Keith Doyle (Action Against Hunger), Leah Kagura (CARE Kenya), Yvonne Achieng Arunga (Save the Children Action Network), Delegates*

*\*Note: Changed from an afternoon briefing to a lunch briefing to allow downtime before evening briefing*

3:30-5:00pm

Downtime at Hotel

5:00-6:30pm

Transfer to Dinner

6:30-8:00pm

Dinner Briefing at Ankole Grill on the humanitarian development nexus (long-term and short-term) and the impacts of locally led development

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers), Fred Ogeto (Racida), Suada Ibrahim (Red Cross Kenya), Ikeny Kapua (USAID Nawiri)*

*Note: Entire time will be allocated to discussing officially-connected programming.*

8:00-8:30pm

Transfer to hotel

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Wednesday, April 12, 2023**

**Turkana Day Trip from Nairobi, Kenya**

6:00-6:30am

Transfer to Wilson Airport

*\*Note: Departure moved up one hour due to longer than expected flight times*

7:00-8:30am

Breakfast Briefing on Flight from Wilson Airport to Riokomor Airstrip to discuss malnutrition – CHARTERED AIRCRAFT

*Note: Breakfast on Plane*

8:30-9:00am

Transfer from Riokomor Airstrip to Riokomor Village

9:00am-11:30pm

Site Visit 1: USAID Nawiri Program at Riokomor Village to witness Food for Peace Title II non-emergency Resilience Food Security Activity (RFSA) programming in action and learn about building resilience to shocks and stresses due to climate change, conflict, and other crises with multisectoral interventions that work to build functioning markets and viable alternative livelihoods while treating immediate needs like malnutrition.

*Participants: Delegation, USAID Nawiri Field Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo,*

*Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

11:30am-12:30pm

Air Transfer from Riokomor to Lodwar – CHARTERED AIRCRAFT

*Note: Lunch on Plane*

12:30am-2:00pm

Drive from Lodwar to Kangalita

2:00-4:30pm

Site Visit 2: Kangalita Village to meet with community members, Concern Worldwide (CW) and The World Food Program (WFP), who are supporting the pastoralist community in the transition to farming as a resilience strategy in the face of drought.

*Participants: Delegation, World Food Programme Field Staff, Concern Worldwide Field Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

4:30-6:00pm

Transfer from Kangalita to Lodwar Airport

6:00-7:00pm

Flight Transfer from Lodwar Airport to Nairobi Wilson Airport – CHARTERED AIRCRAFT

7:00-7:30pm

Transfer from Nairobi Wilson Airport to Kempinski Hotel

*Overnight: Villa Rosa Kempinski — Nairobi, Kenya*

**Thursday, April 13, 2023**

**Nairobi, Kenya**

9:30-10:30am\_

Breakfast Briefing on Climate Smart Agriculture Adaptations

*\*Note: Timing moved back to schedule adjacent to confirmed Ambassador's meeting*

10:30am- 11:30am

Meeting with Ambassador Whitman to learn about U.S. development and humanitarian investments in Kenya and U.S. government priorities in the region

*Participants: Delegation, 3-4 representatives from the U.S. Mission to Kenya, likely Ambassador Whitman and Dan Ryan (BHA)*

*\*Note: Originally scheduled for Tuesday moved per Ambassador's availability*

11:30-1:00pm

Transfer from Kempinski to Farmer Field and Business School

1:00pm-3:00pm

Site Visit 1: Visit to Farmer Field and Business School outside of Nairobi to learn about how farmers are increasing the availability of nutritious

food in communities by employing modern farming techniques to increase yields.

*Participants: Delegation, CARE Kenya Field Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

**\*Note: Timing moved back to accommodate Ambassador's schedule**

3:00-4:30pm	Transfer from Farmer Field and Business School to Hotel
4:30-6:00pm	Downtime
6:00-6:30pm	Transfer to Reception Venue
6:30-8:30pm	<u>Reception with U.S. Ambassador, Local Government, and NGO Leaders</u> to discuss the role of international partners, the Kenyan Government, and NGOs in fostering food and nutrition security in the region  <i>Location: Slate Kitchen and Bar</i> <i>Participants: Delegation and 50-75 representatives from the U.S. Mission, international and local NGOs, activists, corporate partners, journalists, and local government officials</i>
8:30-9:00pm	Transfer to Hotel
<i>Overnight: Villa Rosa Kempinski — Nairobi, Kenya</i>	
11:59pm	Rep. Kamlager-Dove departs from NBO

**Friday, April 14, 2023**

**Travel Day**

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8:30am	Delegation departs for government meeting
9:00-10:00am	Meeting with Cabinet Secretary (Minister) Rebecca Miano, Ministry of East African Community, Arid and Semi Arid Lands and Regional Development <b>*Note: US mission was unable to secure meeting with the Deputy President so arranged this meeting in lieu of that one</b>
10:00-10:30am	Delegation transfer to VegPro
10:30-12:30pm	<u>Site Visit 1: VegPro</u> to understand how USAID's Feed the Future program is supporting local Kenyan businesses create market linkages for smallholder farmers

*Participants: Delegation, VegPro Staff, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

12:30-1:00pm

Transfer to Lunch

1:00pm-3:00pm

Closing Lunch at Cultiva to reflect on trip take-aways and the impact of U.S. support and interventions

*Note: Entire time will be allocated to discussing officially-connected programming.*

*Participants: Delegation, CARE and Save the Children Action Network staff (Rachel Hall, Kalei Talwar, Jorge Bagaipo, Patrice Brombeck, Rasik Winfield, Brooks Lee, Saliou Thiongane, Emily Byers)*

3:00-7:00pm

Downtime for packing or shopping

7:00-9:00pm

Dinner with civil society and implementing NGOs to discuss Food for Peace Title II programming (*for Members staying until 4/15*)

*Delegation departs NBO on different flights between the evening of Friday, April 14 and the evening of Saturday, April 15.*

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**Saturday, April 15, 2023**

**Travel Day**

*Delegation departs NBO on different flights between 10:45pm Friday, April 14 and 10:45pm Saturday, April 15 and arrive in the U.S. between 2:25pm Saturday, April 15 and 2:25pm Sunday, April 16.*

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**Sunday, April 16, 2023**

**Travel Day**

*Delegation departs NBO on different flights between 10:45pm Friday, April 14 and 10:45pm Saturday, April 15 and arrive in the U.S. between 2:25pm Saturday, April 15 and 2:25pm Sunday, April 16.*