

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2017 MAR -6 AM 11:31

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, 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: Casey Contres
- 2. a. Name of accompanying relative: \_\_\_\_\_ or None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- 3. a. Dates of departure and return: Departure: Feb. 17, 2017 Return: Feb. 23, 2017
- b. Dates at personal expense (if any): \_\_\_\_\_ or None
- 4. Departure city: Washington, DC Destination: Dhaka, Bangladesh Return city: Washington, DC
- 5. Sponsor(s) (who paid for the trip): Cooperative for Assistance and Relief Everywhere (CARE)
- 6. Describe meetings and events attended: Please see Addendum A

- 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 Grantmaking or Non-Grantmaking Sponsor Forms;
  - c.  page 2 of the completed Traveler Form submitted by the employee; *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 that statement is true by checking box):
- b. If not, explain: \_\_\_\_\_

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

SIGNATURE OF TRAVELER: Casey Contres DATE: 3/6/17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Bill Shuster DATE: 3/6/17

SIGNATURE OF SUPERVISING MEMBER: Bill Shuster

**U.S. House of Representatives  
Committee on Ethics**

**SPONSOR POST-TRAVEL DISCLOSURE FORM**

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 10 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): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

2. Travel Destination(s): Bangladesh

3. Date of Departure: Feb. 17, 2017 Date of Return: Feb. 23, 2017

4. Name(s) of Traveler(s): Casey Contres


(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 response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	<b>\$1,545.40</b>	<b>\$810</b>	<b>\$129</b>	Visa: \$210; Interpreter: \$36.84 Security: \$578; Interpreter: \$36.84
Accompanying Relative				

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: 

Name: Robert Roche Title: Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

**I am an officer of the above-named organization (signify statement is true by checking box):**

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-550-6535

Email Address: rroche@care.org

*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

1. Name of Traveler: Casey Contres
2. Sponsor(s) (who will be paying for the trip): Cooperative for Assistance and Relief Everywhere, Inc (CARE)
3. Travel destination(s): Dhaka, Bangladesh
4. a. Date of departure 2/17 Date of return: 2/23  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense?  Yes  No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  Yes  No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
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 communications Director for Rep Shuster I will learn about some programs focused on combatting global poverty and how as a communications staff we can better message importance of such programs
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip?  Yes  No

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.

Date: 1/18/17

Bill Shuster  
Signature of Employing Member

**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 Web site (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): \_\_\_\_\_  
Cooperative 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 & Melinda Gates Foundation
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 Addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: Feb. 17, 2017 Date of return: Feb. 23, 2017
7. a. City of departure: Washington, DC  
b. Destination(s): Dhaka, Bangladesh  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - 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 one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - 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 "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the 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 one:

- 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. N/A – 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:

CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanitarian organization focused on combating global poverty. CARE places a special emphasis on women and girls because, when equipped with proper resources, they help families and communities escape poverty. Gates Foundation provided CARE a grant to fund various activities, including congressional tours providing learning opportunities on international development.

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:  
See Addendum C.

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 box):

15. I represent that either (check one of the following):

- 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): \_\_\_\_\_  
Meal costs will comply with the U.S. Government per diem rates of \$90/day in Dhaka and \$69/day in Sylhet.  
2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
The U.S. Government is an important development partner in Bangladesh sharing an interest in sustainable programs to combat poverty and empower women and girls in Bangladesh.

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

Hotel name: Westin City: Dhaka Cost per night: \$200  
Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.  
Hotel name: Rose View Hotel City: Sylhet Cost per night: \$105  
Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.  
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 box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$3,000	\$905	\$339
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$1,000	interpreter, security, insurance and visa* <input checked="" type="checkbox"/>
For each accompanying relative	*Note: See Addendum	D for all cost break downs.

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

19. Check one:

- a. I certify that I am an officer of the organization listed below.  *or*  
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: 

Name: Robert Roche

Title: Director, Learning Tours

Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone number: 202-550-6535

Email address: rroche@care.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
 U.S. House of Representatives  
 1015 Longworth House Office Building  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)

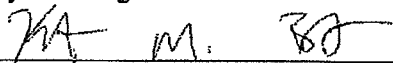
U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds 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. I certify that (name of your organization): The Bill & Melinda Gates Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
 Yes  No
2. Name of Primary Trip Sponsor: Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
3. I certify that my organization (*complete a or b*):
  - 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.
4. Check 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.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
Name: Katy Burton Title: Sr. Gov't Rel. officer  
Organization: The Bill + Melinda Gates Foundation  
Address: 1300 I St. NW Washington, DC 20005  
Telephone number: 202-662-8189 Email: Katy.burton@gatesfoundation.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 13, 2017

Mr. Casey Contres  
Office of the Honorable Bill Shuster  
2079 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Contres:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bangladesh,<sup>1</sup> scheduled for February 17 to 23, 2017, sponsored by the Cooperative for Assistance and Relief Everywhere Inc., with financial support from the Bill and Melinda Gates Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) 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. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 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 employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] 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 filed with the Committee, 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> The U.S. Department of State has issued warnings concerning travel to Bangladesh, available at <http://travel.state.gov/content/passports/en/alertswarnings/bangladesh-travel-warning.html>. You may wish to contact the State Department concerning the safety of your proposed trip.



Mr. Casey Contres

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

Sincerely,



Susan W. Brooks  
Chairwoman



Theodore E. Deutch  
Ranking Member

SWB/TED:re

**Addendum A:**

Names and titles of ALL House invitees and explanation of why the individual was invited.

We invited congressional staff from each of the following committees and offices to join the trip. These committees and offices hold a particular interest or relevance to the issue of U.S. foreign and food assistance which will be the focus of the trip agenda.

House Foreign Affairs Committee  
House Agriculture Committee  
House Transportation and Infrastructure Committee  
House Appropriations Committee  
Republican Study Committee  
House Leadership Offices

**Invited House Staff**

- Katie Grant, Communications Director – House Minority Whip Steny Hoyer (D-MD-5)
- Doug Andres, Press Secretary for White House Press – Speaker of the House Paul Ryan (R-WI-1)
- Mike Long, Director of Communications – Majority Leader Kevin McCarthy (R-CA-23)
- Tim Mulvey, Communications Director – House Foreign Affairs Minority Staff (D-NY-16)
- Audra McGeorge, Communications Director – House Foreign Affairs Majority Staff (R-CA-39)
- Courtney Gidner, Communications Director – Dem Caucus Chair Rep. Joe Crowley (D-NY-14)
- Kristen Johnson, Communications Director – Rep. Susan Brooks (R-IN-5)
- Rebecca Alery, Communications Director – Rep. Tom Emmer (R-MN-6)
- Casey Contres, Communications Director – Rep. Bill Shuster (R-PA-9)
- Katrina Valdes, Communications Director – Rep. Mario Diaz-Balart (R-FL-25)
- Brian Griffith, Communications Director – Rep. Steve Chabot (R-OH-1)

**Addendum B:**

Cities of Departure:

Friday, February 17, 2017:

10:55pm – Depart Washington, DC (Turkish Air #08)

Saturday, February 18, 2017:

4:05pm – Arrive Istanbul, Turkey

6:15pm – Depart Istanbul, Turkey (Turkish Air #712)

Sunday, February 19, 2017:

5:30am – Arrive Dhaka, Bangladesh

Thursday, February 23, 2017:

7:00am – Depart Dhaka, Bangladesh (Turkish Air #713)

12:10pm – Arrive Istanbul, Turkey

2:05pm – Depart Istanbul, Turkey (Turkish Air #07)

7:05pm – Arrive Washington, DC

**Addendum C:**

On February 20, 2017, the delegation will travel on a chartered flight from Dhaka to Sylhet, Bangladesh and on February 21, 2017 the delegation will travel back from Sylhet to Dhaka, Bangladesh.

Due to our schedule and limited flight options between different cities within Bangladesh, we have selected a charter plane lead by the United Nations Humanitarian Air Service (UNHAS). The cost of the charter plane is expected to be \$1,100 per person. The Airline Operating Certificate (AOC) is forthcoming.

**Addendum D:**

- Transportation Estimation per person - \$3,000
  - Flight estimation: \$1,000
  - Vehicles: \$1,000
  - Charter flight: \$1,000
- Lodging Estimation per person – \$905
  - \$200 per night x 4 nights (Dhaka) = \$800\*
  - \$105 per night x 1 night (Sylhet) = \$105
- Meals Estimation per person - \$339
  - \$90 (USG M&I per diem for Dhaka) x 3 days = \$270
  - \$69 (USG M&I per diem for Sylhet) x 1 day = \$69
- Other Expenses Estimation per person - \$1,000
  - Visa -- \$210
  - Security -- \$590
  - Interpreter -- \$100
  - Travel Insurance -- \$100

\*Note: The delegation will only be staying in Dhaka a total of 3 nights. However we will book their rooms at the Westin for one additional night, the night of Feb. 18, to ensure the rooms are available when the delegation arrives early in the morning on Feb. 19, 2017.

## **FINAL – ADDENDUM A**

### **AGENDA: CARE Learning Tour to Bangladesh, February 17-23, 2017**

**Friday, February 17**

**Travel Day**

Depart U.S. for Dhaka, Bangladesh (TK #08)

**Saturday, February 18**

**Travel Day**

Travel Day

**Sunday, February 19**

**Travel Day/Dhaka, Bangladesh**

5:30am CARE delegation arrives to Dhaka, Bangladesh (TK #712)

5:30-6:15am Transfer to hotel

6:15am-2:00pm Hotel check-in/unpacking time/briefing preparation time at hotel

2:00-3:00pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

3:00-4:30pm Scene-Setter Briefing to gain historical, political, and social context for sustainable development and women's empowerment in Bangladesh

4:30-5:00pm Downtime/prepare for dinner

5:00-5:30pm Transfer to dinner

5:30-7:30pm Dinner Briefing with U.S. Mission to learn about the U.S. Government's development priorities in Bangladesh

7:30-8:00pm Transfer to hotel

*Overnight: Westin - Dhaka, Bangladesh*

**Monday, February 20**

**Dhaka/Sylhet, Bangladesh**

Breakfast on own

8:00-9:00am Transfer to Site Visit 1

9:00-10:30am Site Visit 1: Visit Girls Education and Child Protection Program to learn about community-based initiatives to keep girls in school and combat child marriage

10:30-11:30am Transfer to airport

11:30-12:30pm Plane briefing on child marriage in Bangladesh

- Note: Transfer to Sylhet

12:30-1:30pm Transfer to Site Visit 2

1:30-2:45pm Site Visit 2: Visit Adolescent Empowerment Program to learn about youth-led efforts to combat child marriage, abuse, and labor and advocate for girls' rights

2:45-3:45pm Transfer to Site Visit 3

3:45-5:00pm Site Visit 3: Visit Community Clinic and Community Health Workers (CHW) Program to learn about maternal and child health in Bangladesh and the importance of CHWs in linking women and families to health services. Home visits with beneficiaries.

5:00-6:00pm Transfer to hotel

6:00-7:00pm Downtime/unpacking time at hotel

7:00-8:30pm Messaging Dinner to discuss effective and compelling messaging and framing of U.S. investment in foreign assistance and women's empowerment

*Overnight: Rose View Hotel - Sylhet, Bangladesh*

**Tuesday, February 21**

**Sunamganj, Bangladesh**

Breakfast on own

7:30-9:00am Transfer to Sunamganj

9:00-10:30am Site Visit 1: Visit Maternal and Child Nutrition Program to learn about interventions to reduce malnutrition by training pregnant women and new mothers on maternal nutrition and how to cook nutritious meals for and combat acute malnutrition among children under five years old. Meet with women to hear their stories.

10:30-12:00pm Transfer to Site Visit 2  

- Note: Lunch in the vehicles.

12:00-3:00pm Site Visit 2: Visit SHOUHARDO III Program to learn about community empowerment groups which identify health, nutrition, and economic challenges in local communities and implement solutions to these challenges. Meet with council to hear their results.

3:00-4:00pm Site Visit 3: Visit Tipping Point a Girls Empowerment Program to learn about how girls are challenging child marriage and violence against women, advocating for

girls education, and fostering economic empowerment for women. Meet with women and girls to hear their stories.

- 4:00-6:00pm Transfer to Rose View hotel
- 6:00-7:30pm Shower time
- 7:30-9:30pm Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

*Overnight: Rose View Hotel - Sylhet, Bangladesh*

**Wednesday, February 22**

**Sylhet - Dhaka, Bangladesh**

- 9:00-10:30am Breakfast with Survivors and Advocates to learn about effective community interventions to end and prevent domestic violence
- 10:30-11:30am Transfer to airport
- 11:35am-12:20pm Plane Briefing on Women's Economic Empowerment  
• Note: Transfer to Dhaka
- 12:20-1:30pm Transfer to Westin Hotel
- 1:30-2:30pm Lunch with Influential Bangladeshi Advocates for Women and Girls to learn about advocacy efforts and social movements to promote sustainable development and women's empowerment
- 2:30-3:30pm Transfer to Site Visit 1
- 3:30-4:30pm Site Visit 1: Visit Ready-Made Garment Factory Program to learn about efforts to educate women working in garment factories on their rights
- 4:30-5:30pm Transfer to Westin Hotel
- 5:30-7:00pm Packing time
- 7:00-7:30pm Transfer to reception
- 7:30-9:30pm Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Bangladesh
- 9:30-10:0pm Transfer to hotel

*Overnight: Westin - Dhaka, Bangladesh*



**Thursday, February 23**

**Travel Day**

5:30-6:00am      Transfer to airport

7:00am            Delegation departs for U.S. (TK #713)

**DRAFT & CONFIDENTIAL**

**AGENDA: CARE Learning Tour to Bangladesh, February 17-23, 2017**

**Friday, February 17**

**Travel Day**

Depart U.S. for Dhaka, Bangladesh (TK #08)

**Saturday, February 18**

**Travel Day**

Travel Day

**Sunday, February 19**

**Travel Day/Dhaka, Bangladesh**

5:30am CARE delegation arrives to Dhaka, Bangladesh (TK #712)

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6:15am-2:00pm Hotel check-in/unpacking time/downtime at hotel

2:00-3:00pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

3:00-4:30pm Scene-Setter Briefing to gain historical, political, and social context for sustainable development and women's empowerment in Bangladesh

4:30-5:00pm Downtime/prepare for dinner

5:00-5:30pm Transfer to dinner

5:30-7:30pm Dinner Briefing with U.S. Mission to learn about the U.S. Government's development priorities in Bangladesh

7:30-8:00pm Transfer to hotel

*Overnight: Westin - Dhaka, Bangladesh*

**Monday, February 20**

**Dhaka/Sylhet, Bangladesh**

Breakfast on own

8:00-9:00am Transfer to Site Visit 1

9:00-10:30am Site Visit 1: Visit Girls Education and Child Protection Program to learn about community-based initiatives to keep girls in school and combat child marriage

10:30-11:30am Transfer to airport

11:30-12:30pm Plane briefing on child marriage in Bangladesh

- Note: Transfer to Sylhet

12:30-1:30pm Transfer to Site Visit 2

1:30-2:45pm Site Visit 2: Visit Adolescent Empowerment Program to learn about youth-led efforts to combat child marriage, abuse, and labor and advocate for girls' rights

2:45-3:45pm Transfer to Site Visit 3

3:45-5:00pm Site Visit 3: Visit Community Clinic and Community Health Workers (CHW) Program to learn about maternal and child health in Bangladesh and the importance of CHWs in linking women and families to health services. Home visits with beneficiaries.

5:00-6:00pm Transfer to hotel

6:00-7:00pm Downtime/unpacking time at hotel

7:00-8:30pm Messaging Dinner to discuss effective and compelling messaging and framing of U.S. investment in foreign assistance and women's empowerment

*Overnight: Rose View Hotel - Sylhet, Bangladesh*

**Tuesday, February 21**

**Sunamgaj, Bangladesh**

Breakfast on own

7:30-9:00am Transfer to Sunamgaj

9:00-10:30am Site Visit 1: Visit Maternal and Child Nutrition Program to learn about interventions to reduce malnutrition by training pregnant women and new mothers on maternal nutrition and how to cook nutritious meals for and combat acute malnutrition among children under five years old. Meet with women to hear their stories.

10:30-12:00pm Transfer to Site Visit 2

- Note: Lunch in the vehicles.

12:00-1:00pm Site Visit 2: Visit SHOUHARDO II Program to learn about community empowerment groups which identify health, nutrition, and economic challenges in local communities and implement solutions to these challenges. Meet with council to hear their results.

1:00-2:30pm Site Visit 3: Visit Tipping Point and Women and Girls Empowerment Program to learn about how women and youth are challenging child marriage and violence against women, advocating for girls education, and fostering

economic empowerment for women. Meet with women and girls to hear their stories.

- 2:30-4:00pm Transfer to airport
- 4:00-5:00pm Plane Briefing on women's empowerment
  - Note: Transfer to Dhaka
- 5:00-5:45pm Transfer to hotel
- 5:45-8:00pm Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

*Overnight: Westin - Dhaka, Bangladesh*

**Wednesday, February 22**

**Dhaka, Bangladesh**

Breakfast on own

- 8:30-9:30am Transfer to Site Visit 1
- 9:30-10:30am Site Visit 1: Economic Empowerment and Livelihoods Program to learn about the impact of microfinance and women's economic empowerment on women, their families, and their communities. Meet with women to hear their stories.
- 10:30-11:15am Transfer to meeting
- 11:15am-12:15pm Meeting with Speaker of the Parliament (meeting requested) to learn about what the Bangladeshi Government is doing to promote development and empower women and girls
- 12:15-1:00pm Transfer to lunch
- 1:00-2:30pm Lunch with Influential Bangladeshi Advocates for Women and Girls to learn about advocacy efforts and social movements to promote sustainable development and women's empowerment
- 2:30-3:15pm Transfer to Site Visit 2
- 3:15-4:15pm Site Visit 2: Visit Ready-Made Garment Factory Program to learn about efforts to educate women working in garment factories on their rights
- 4:15-5:15pm Transfer to hotel
- 5:15-6:00pm Transfer to reception

6:00-7:30pm      Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Bangladesh

7:30-8:15pm      Transfer to hotel

*Overnight: Westin - Dhaka, Bangladesh*

**Thursday, February 23**

**Travel Day**

5:30-6:00am      Transfer to airport

7:00am            Delegation departs for U.S. (TK #713)



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

January 17, 2017

U.S. House of Representatives Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515

RE: CARE Learning Tour to Bangladesh, Feb. 17 – Feb. 23

To Whom It May Concern:

Over the past seven years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Bangladesh, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche  
Director, Learning Tours  
CARE USA



**CARE USA**  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

January 6, 2017

Casey Contres  
Communications Director  
Office of Representative Bill Shuster  
2079 Rayburn House Office Building  
Washington, DC 20515

Dear Casey,

We are approaching you with a special opportunity to join CARE's Learning Tour to Bangladesh during the President's Day congressional recess. This trip will take place **February 17 – February 23, 2017** (including travel) and will allow you to examine the importance of U.S. investments in women's empowerment and sustainable development. The delegation will include communications staffers, as well as key leaders from the Administration, corporate sector and technical experts.

On your journey, you will see some of the strongest and most robust U.S. foreign assistance programs in the world and meet with beneficiaries in Bangladesh to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including the private sector and local partners, who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national stage in Bangladesh.

One of the most densely populated nations in the world located in a rapidly changing geo-political region, Bangladesh's development challenges are complex and varied. Its economy has experienced rapid growth in the last 15 years, however this hasn't necessarily translated to higher standards of living and empowerment for all Bangladeshis. Currently one in three Bangladeshis live in poverty and 36 percent of children under age 5 have stunted development resulting from food and nutrition insecurity.

Poverty and poor health outcomes are further compounded by gender inequality and strict social norms which often deepen the vulnerability of the nation's most marginalized populations, particularly women and girls. For example, the rate of child marriage for girls in Bangladesh is one of the highest in the world and violence against women remains a formidable problem.

This Learning Tour will be a unique opportunity to explore these issues on the ground through a communications lens. On the trip, you will learn about the challenges and successes a woman in Bangladesh faces at key points throughout her life, from girls' education, to adolescent and maternal health services, to food and nutrition security, to economic empowerment. You will learn about the life of a woman in Bangladesh firsthand and return to Washington, DC with the ability to tell her story, as well as the story of U.S. investment in foreign assistance.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Monday, January 16, 2017**. I have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can also reach her directly at [Rachel.Hall@care.org](mailto:Rachel.Hall@care.org) or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray  
Vice President for Policy & Advocacy and Head of Office  
CARE USA

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

Updated: September 2, 2016

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 grant funding to CARE Action Now 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 reimburses CARE for 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.



**BILL & MELINDA**  
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January 17, 2017

Committee on Standards of Official Conducts  
U.S. House of Representatives  
HT-2 Capitol Building  
Washington, DC 20515

This letter is submitted in response to your request regarding a learning trip beginning February 17, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 11, 2017 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 [Katy.Button@gatesfoundation.org](mailto:Katy.Button@gatesfoundation.org), or direct line of 202-662-8189.

Sincerely,



Katy Button  
Senior Government Relations Officer  
Bill & Melinda Gates Foundation