

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENTER

17 NOV -2 PM 12:20

U.S. HOUSE OF REPRESENTATIVES

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: Christopher Sweet
- 2. a. Name of accompanying relative: N/A or None
- b. Relationship to Traveler: Spouse Child Other (specify): _____
- 3. a. Dates of departure and return: Departure: Oct. 15, 2017 Return: Oct. 21, 2017
- b. Dates at personal expense (if any): _____ or None
- 4. Departure city: Dulles, Virginia Destination: Dar es Salaam, Tanzania Return city: Dulles, Virginia
- 5. Sponsor(s) (who paid for the trip): United Nations Foundation; Bill & Melinda Gates Foundation
- 6. Describe meetings and events attended: See Post-Trip Agenda attachment

- 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: [Signature] DATE: 11-2-17

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: Mario Diaz-Balart DATE: 11/2/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

23

**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): United Nations Foundation; Bill and Melinda Gates Foundation
2. Travel Destination(s): Tanzania (Dar es Salaam, Mwanza, Arusha)
3. Date of Departure: Oct. 15, 2017 Date of Return: Oct. 21, 2017
4. Name(s) of Traveler(s): Chris Sweet
(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	\$1858	\$591	\$468	\$48 (Dulles Airport Cab); \$100 (Visa)
Accompanying Relative	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: 
 Name: Peter Yeo Title: Vice President for Public Policy and Advocacy
 Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW, Suite 300
Washington DC, 20006
 Telephone number: 202-887-9040
 Email Address: pyeo@unfoundation.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: Chris Sweet
2. Sponsor(s) (who will be paying for the trip): United Nations Foundation
3. Travel destination(s): Tanzania (Dar es Salaam, Mwanza, Arusha)
4. a. Date of departure October 15, 2017 Date of return: October 21, 2017
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 senior Legislative Assistant for Rep. Diaz-Balart handling foreign affairs this trip will allow me to see first-hand how US funds are being utilized overseas
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: 9-12-17



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): United Nations Foundation (UNF)
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 PCJ 9.21.17
 - 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: 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 Attachment 1 of 2 below
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: October 15, 2017 Date of return: October 21, 2017
7. a. City of departure: Dulles, Virginia (Washington Dulles International Airport)
b. Destination(s): Tanzania (Dar es Salaam, Mwanza, Arusha)
c. City of return: Dulles, Virginia (Washington Dulles International Airport)
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: _____

PCJ 9.21.17

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:

See Attachment 2 of 2 below

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

a. Mode of travel: Air Rail Bus Car Other (Specify: _____)

b. Class of travel: Coach Business First Charter Other (Specify: _____)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking 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 are estimated at \$65 per day, which is below the maximum per diem.

2) Provide reason for selecting the location of the event or trip: _____
This trip focuses on the intersection between vaccine-preventable disease, malaria treatment and control, and improved child health outcomes. Tanzania is a important case study because it has achieved high immunization and malaria coverage rates through collaborative support from US and multilateral partners, achieving dramatic progress in disease control efforts

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

Hotel name: Hilton Dar es Salaam City: Dar es Salaam Cost per night: \$180
Reason(s) for selecting: Chosen for availability of rooms, security concerns, and is centrally located for site visits and briefings

Hotel name: Malaiika Beach Resort City: Mwanza Cost per night: \$110
Reason(s) for selecting: Chosen for availability of rooms, security concerns, and is centrally located for site visits and briefings

Hotel name: Mt. Meru Hotel City: Arusha Cost per night: \$175
Reason(s) for selecting: Chosen for availability of rooms, security concerns, and is centrally located for site visits and briefings

17. I represent that all expenses connected to this 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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$2,070 (air and ground)	\$880 575 ^{PP}	\$325
For each accompanying relative	N/A	N/A	N/A

	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	\$150; \$150 or \$70	Visa; Cab to/from Dulles or airport parki
For each accompanying relative	N/A	N/A

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: Peter Yeo

Title: Vice President for Public Policy and Advocacy

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW, Suite 300, Washington DC 20006

Telephone number: 202-887-9040

Email address: pyeo@unfoundation.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)

Version date 4/2013 by Committee on Ethics

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): 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: United Nations Foundation
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 Button Title: Senior Program Officer

Organization: The Bill & Melinda Gates Foundation

Address: 1300 E St NW Washington, DC 20005

Telephone number: 202-662-8189 Email: Katy.button@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)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member



Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

Daniel J. Taylor
Counsel to the Ranking Member

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

ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

October 12, 2017

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee

Mr. Christopher Sweet
Office of the Honorable Mario Diaz-Balart
440 Cannon House Office Building
Washington, DC 20515

Dear Mr. Sweet:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Tanzania, scheduled for October 15 to 21, 2017, sponsored by the United Nations Foundation, 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.

Mr. Christopher Sweet
Page 2

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: jeb

**UN Foundation Learning Trip to Tanzania
October 15 – 21, 2017**

****All Times Local****
Tanzania +7 hours from Washington, D.C.

Sunday, October 15 **Travel**

Attire: Casual.

- 8:00am Meet at Ethiopian Airlines counter for check-in
- 11:00am Depart Washington Dulles en route to Addis Ababa ET 501

Monday, October 16 **Travel/ Arrival/ Dar es Salaam**

Attire: Casual for travel, Business casual for meetings and dinner.

- 7:15am Arrive Addis Ababa
- 10:30am Depart Addis Ababa on ET 805
- 1:20pm Arrive Dar es Salaam
Met by UNF staff for transfer to hotel
- 2:30pm – 3:30pm Transfer to DoubleTree Hilton Oyster Bay Hotel
- 4:00pm – 5:00pm Meetings at U.S. Embassy
Courtesy Call with Ambassador/DCM/Mission Director/CDC Country Director (30 minutes)
Overview of political and economic situation in Tanzania (30 minutes)
Meetings provide political and economic context for delegation as foundation for the rest of the trip. Anticipated representatives from USG (CDC, USAID, US Embassy)
- 7:00pm – 9:00pm Welcome dinner with USG technical team
Opportunity for delegation to engage with USG technical team and learn more about USG work. Anticipated representatives from USG (CDC, USAID, US Embassy)
- Overnight DoubleTree Oyster Bay
Slipway Road, Msasani Peninsula
Dar es Salaam, Tanzania
Phone: +255 22 221 0000

<http://doubletree3.hilton.com/en/hotels/tanzania/doubletree-by-hilton-hotel-dar-es-salaam-oyster-bay-DARDTDI/index.html>

Tuesday, October 17 **Dar es Salaam**

Attire: Business.

- 6:45am – 7:45am Breakfast with Global Fund to Fight AIDS, TB, and Malaria
- 8:00am Depart hotel
- 8:15am – 9:45am United Nations Briefings
Courtesy Call with Resident Coordinator (15 minutes)
UN Country Team Meeting (30 minutes)
UN Health Briefing with UNHCR, UNICEF, WHO (45 minutes)
Meetings provide country-level context of UN programs and activities for delegation as foundation for the rest of the trip. Anticipated representatives from United Nations (UNHCR, UNICEF, WHO)
- 9:45am – 10:30am USG Health Briefing with a focus on malaria and immunization (USAID, CDC)
Building from broad country-level briefings, meeting will provide deeper dive into specific USG malaria and immunization programming. Anticipated representatives from USG (CDC, USAID, US Embassy)
- 10:30am – 11:30am Meetings with Ministry of Health Officials
National Malaria Control Program Manager
Tanzania Immunization and Vaccine Development Program Director
Meeting will provide opportunity to engage with national ministry of health program directors to learn more about country-driven immunization and malaria control activities. Anticipated representatives from Tanzania Ministry of Health.
- 11:30am – 11:45am Transfer to lunch
- 12:00pm – 2:00pm Lunch Briefing on Measles and Rubella Initiative (Dr. Robb Linkins; Chief of the Accelerated Disease Control & Vaccine Preventable Disease Surveillance Branch, Global Immunization Division, CDC)
Briefing will provide opportunity to learn more about the global Measles & Rubella Initiative, including historical activity in Tanzania. Anticipated representatives from USG (CDC).
- 2:00pm – 2:30pm Transfer to immunization warehouse
- 2:30pm – 3:30pm Tour warehouse and cold chain storage for vaccines with Director of Tanzania Immunization and Vaccine Development Program

View logistics and supply-chain/cold-chain to ensure vaccines at national storage level are efficiently stored and distributed. Anticipated representatives from USG (CDC, USAID, US Embassy) and Tanzania Ministry of Health

3:30pm – 4:30pm Transfer to Airport

6:00pm – 8:10pm Precision Flight Dar to Mwanza

8:30pm – 9:00pm Transfer to Hotel

Overnight Malaika Resort Hotel
Mwanza
Phone: +255 28 256 1111
<http://www.malaikabeachresort.com/>

Wednesday, October 18	Mwanza
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Attire: Business casual.

7:30am Breakfast

8:30am Depart Hotel

9:00am – 10:00am Meet with Regional Commissioner and other regional and district health officials for overview of malaria and vaccination activities; Vaccine Information Management System (VIMS) overview. *Anticipated representatives from Tanzania Ministry of Health and USG (USAID)*

10:00am – 10:30am Transfer to Nyamagana Hospital in Nyamagana Council (District) (6km from Regional Commissioner Office)

10:30am – 11:30am Learn about malaria case management; vaccination delivery; integrated surveillance through the DHIS2 data management system and eIDSR disease detection and surveillance system; VIMS and microplanning for vaccination. *Anticipated representatives from Tanzania Ministry of Health and USG (USAID)*

11:30am – 12:00pm Antenatal care clinic visit; delivery of tetanus vaccination, Intermittent Preventive Treatment (IPTp) for malaria and insecticide treated bed-nets (ITNs). *Anticipated representatives from Tanzania Ministry of Health and USG (USAID)*

12:00pm – 1:00pm Box lunch; Q&A with USAID and PMI Staff and implementing partner staff. *Anticipated representatives from USG (USAID, PMI)*

1:00pm – 1:30pm	Transfer from Nyamagana Hospital to Kirumba Dispensary, Ilemela Council (8 km)
1:30pm – 2:15pm	Learn about distribution of ITNs, malaria case management and vaccination delivery at a Dispensary, the lowest level health facility in Tanzania health system. <i>Anticipated representatives from Tanzania Ministry of Health and USG (USAID)</i>
2:15pm – 2:30pm	Transfer on foot from Kirumba Dispensary to Kirumba Primary School (<1km)
2:30pm – 3:15pm	Learn about the distribution of insecticide treated bednets through schools <i>Anticipated representatives from Tanzania Ministry of Health and USG (USAID)</i>
3:15pm – 3:30pm	Transfer on foot to Kirumba community (<1km)
3:30pm – 4:30pm	Visit community members at their homes or in groups for open discussions about promotion of preventive health interventions including: communication around uptake of new vaccines, newborn and parental interventions (e.g ITN use). <i>Anticipated representatives from Tanzania Ministry of Health and USG (USAID)</i>
4:30pm – 5:15pm	Transfer to Hotel
5:15pm – 7:00pm	Executive Time
7:00pm – 9:00pm	Dinner with PMI implementing partners. <i>Anticipated representatives from USG (USAID, PMI)</i>
Overnight	Malaika Resort Hotel, Mwanza

Thursday, October 19

Mwanza / Arusha

Attire: Business casual.

7:30am – 8:30am	Breakfast briefing on commodity management and supply chain issues
8:30am – 9:00am	Transfer to Medical Stores Department Zonal Warehouse (Central Medical Stores). <i>Anticipated representatives from Tanzania Ministry of Health and USG (USAID)</i>
9:00am – 10:00am	Tour warehouse; Commodity management - USAID supported Logistic Management Unit

Learn about USAID supply chain management of health commodities, including vaccines and malaria control products. Anticipated representatives from Tanzania Ministry of Health and USG (USAID)

- 10:00am – 10:45am Transfer to Mwanza Airport
- 12:15pm Precision Air 727 to Kilimanjaro (JRO)
- 1:45pm Arrive Kilimanjaro
- 3:00pm – 5:00pm Visit Sumitomo Bed Net Factory
Meet with CEO
Tour Factory
Meet with women employees
Learn about collaboration between private sector and local workforce to produce mosquito bed nets to prevent malaria. Anticipated representatives from Sumitomo and A-to-Z Textile Mills
- 5:00pm – 6:00pm Transfer to hotel
- 6:00pm – 7:00pm Executive Time
- 7:00pm – 9:00pm Dinner briefing with local UN health staff
Opportunity for delegation to engage with UN health staff and learn more about multilateral health programming work in Tanzania. Anticipated representatives from United Nations (UNICEF, WHO)
- Overnight Mt. Meru Hotel
Kanisa Rd, Arusha, Tanzania
Phone: +255 27 297 0256
<http://www.mountmeruhotel.co.tz/>

Friday, October 20 Arusha / Depart

Attire: Business casual.

- 6:30am – 7:30am Breakfast briefing on innovations in healthcare in Tanzania. *Anticipated representatives from Tanzania Ministry of Health and USG (USAID)*
- 7:30am – 9:00am Transfer to Monduli
- 9:00am – 10:00am Briefing by PATH and partners on Better Immunization Data (BID) initiative and integration with Vaccine Information Management (VIM) system; impact, challenges, and milestones. *Anticipated representatives from Tanzania Ministry of Health, PATH, and USG (CDC)*

10:00am – 1:00pm View BID implementation at clinics and discuss impact with families at households. *Anticipated representatives from Tanzania Ministry of Health, PATH, and USG (CDC)*

1:00pm – 2:30pm Transfer to Arusha

2:30pm Depart Arusha for airport

5:35pm Depart Kilimanjaro (JRO) on ET 814

8:05pm Arrive Addis Ababa

10:45pm Depart Addis Ababa on ET 500

Saturday, October 21 **Travel**

8:40am Arrive Dulles (IAD)

Attachment 1 of 2

4) Names and titles of all House Staffers:

- **Eric Anthony, Legislative Director, Congresswoman Rosa DeLauro (D-CT-03)**
Eric has served as Congresswoman Rosa DeLauro's Legislative Director since 2014, before which time he was a Senior Legislative Assistant with Congresswoman DeLauro managing health, education, budget, and tax policy.
- **James Burchfield, Professional Staff Member, House Small Business Committee (Majority)**
James is a Professional Staff Member of the House Small Business Committee for Chairman Steve Chabot (R-OH-01), handling a portfolio that includes foreign affairs and judiciary issues.
- **M.A. Keifer, Legislative Assistant, Congresswoman Barbara Lee (D-CA-13)**
Keifer currently serves as a Legislative Assistant for Congresswoman Barbara Lee, responsible for covering a range of issues including global and domestic health, immigration, LGBTQ rights, reproductive justice, and soft diplomacy.
- **Austin Gage, Legislative Assistant, Congressman Hal Rogers (R-KY-5)**
Austin manages health, education, and labor appropriations, as well as immigration, science, and commerce issues for Congressman Rogers, who is chairman of the House Subcommittee on State and Foreign Operations, with jurisdiction over State Department and USAID programs.
- **Patrick Long, Press Secretary, Congressman Brian Fitzpatrick (R-PA-8)**
Patrick handles media relations, strategic communications, and global health issues for Congressman Fitzpatrick, who sits on the House Foreign Affairs Committee, with subcommittee positions on Middle East & North Africa, and Europe, Eurasia & Emerging Threats.
- **Samantha Schifrin, Legislative Assistant, Congressman David Price (D-NC-4)**
Sam is the Legislative Assistant handling defense, national security, and foreign affairs for Congressman David E. Price, who is a member of the Committee on Appropriations. She handles the Congressman's appropriations work for the following House appropriations subcommittees: State and Foreign Operations, Defense, and Legislative Branch.
- **Christopher Sweet, Senior Legislative Assistant, Congressman Mario Diaz-Balart (R-FL-25)**
Chris is the principal advisor to Congressman Diaz-Balart on various issues before the Committee on Appropriations, including those that fall under the State and Foreign Operations Subcommittee, of which Congressman Diaz-Balart is a member. Chris is also responsible for issues relating to energy, financial services, and homeland security.

Attachment 2 of 2

12) Sponsor's interest and role in organizing the trip:

The UN Foundation works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship, with a particular focus on global health issues such as global immunization, malaria, and child health. This learning trip provides an opportunity for congressional staff to meet with high-level UN and U.S. officials and see firsthand the collaborative efforts of the U.S. government and UN agencies as they work to implement life-saving global health interventions. UNF is the sole sponsor of the trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional offices and is the contact for planning purposes.

**UN Foundation Learning Trip to Tanzania
October 15 – 21, 2017**

***All Times Local**
Tanzania +7 hours from Washington, D.C.*

Sunday, October 15 **Travel**

Attire: Casual.

- 8:00am Meet at Ethiopian Airlines counter for check-in
- 11:00am Depart Washington Dulles en route to Addis Ababa ET 501

Monday, October 16 **Travel/ Arrival/ Dar es Salaam**

Attire: Casual for travel, Business casual for meetings and dinner.

- 7:15am Arrive Addis Ababa
- 3 hour FLIGHT DELAY*
- 2:30pm Depart Addis Ababa on ET 805
- 5:30pm Arrive Dar es Salaam
- 5:45pm – 6:45pm Transfer to Hotel
- 7:00pm – 9:00pm Welcome dinner with USG technical team
Opportunity for delegation to engage with USG technical team and learn more about USG work. Representatives from USG (CDC, USAID, US Embassy)
- Overnight DoubleTree Oyster Bay
Slipway Road, Msasani Peninsula
Dar es Salaam, Tanzania
Phone: +255 22 221 0000
<http://doubletree3.hilton.com/en/hotels/tanzania/doubletree-by-hilton-hotel-dar-es-salaam-oyster-bay-DARDTDI/index.html>

Tuesday, October 17 **Dar es Salaam**

Attire: Business.

- 6:45am – 7:45am Breakfast and overview of day's meetings

7:45am	Depart hotel
8:00am – 9:30am	United Nations Briefings Courtesy Call with Resident Coordinator (15 minutes) UN Country Team Meeting (30 minutes) UN Health Briefing with UNHCR, UNICEF, WHO (45 minutes) <i>Meetings provide country-level context of UN programs and activities for delegation as foundation for the rest of the trip. Representatives from United Nations (UNHCR, UNICEF, WHO)</i>
9:30am – 10:00am	Transfer to Ministry meetings
10:00am – 11:00am	Meetings with Ministry of Health Officials National Malaria Control Program Manager Tanzania Immunization and Vaccine Development Program Director <i>Meeting will provide opportunity to engage with national ministry of health program directors to learn more about country-driven immunization and malaria control activities. Representatives from Tanzania Ministry of Health, USAID, CDC.</i>
11:00am – 11:15am	Transfer to CDC Office
11:15am – 12:15pm	USG Health Briefing with a focus on malaria and immunization with USAID, CDC <i>CDC Office</i>
12:15pm – 12:30pm	Transfer to lunch
12:30pm – 1:30pm	Lunch Briefing on Measles and Rubella Initiative (Dr. Robb Linkins; Chief of the Accelerated Disease Control & Vaccine Preventable Disease Surveillance Branch, Global Immunization Division, CDC) <i>Briefing will provide opportunity to learn more about the global Measles & Rubella Initiative, including historical activity in Tanzania. Representatives from USG (CDC).</i>
1:30pm – 2:15pm	Transfer to immunization warehouse
2:15pm – 3:00pm	Tour warehouse and cold chain storage for vaccines with Director of Tanzania Immunization and Vaccine Development Program <i>View logistics and supply-chain/cold-chain to ensure vaccines at national storage level are efficiently stored and distributed. Representatives from USG (CDC, USAID, US Embassy) and Tanzania Ministry of Health</i>
3:00pm – 4:00pm	Transfer to Airport

4:00pm – 5:00pm Dinner at airport

6:00pm – 8:10pm Precision Flight Dar to Mwanza

8:10pm – 8:30pm Transfer to hotel

8:30pm – 10:00pm Dinner and meet and greet with Tanzania Deputy Minister of Health

Overnight Malaika Resort Hotel
Mwanza
Phone: +255 28 256 1111
<http://www.malaikabeachresort.com/>

Wednesday, October 18	Mwanza
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Attire: Business casual.

7:00am Breakfast

8:00am Depart Hotel and transfer to Regional Commissioner’s office

8:30am – 9:15am Meet with Regional Commissioner and other regional and district health officials for overview of malaria and vaccination activities; Vaccine Information Management System (VIMS) overview. *Representatives from Tanzania Ministry of Health and USG (USAID)*

9:15am – 9:30am Transfer to Nyamagana District Hospital

9:30am – 11:00am Tour hospital; Learn about malaria case management; vaccination delivery; integrated surveillance through the DHIS2 data management system and eIDSR disease detection and surveillance system; VIMS and microplanning for vaccination. *Representatives from Tanzania Ministry of Health and USG (USAID)*

11:00am – 12:00pm Transfer to Magu District

12:00pm – 1:00pm Participate in distribution of insecticide treated bednets to classrooms; observe classroom curriculum with malaria educational programming

1:00pm-2:00pm Visit community members at their homes for open discussions about promotion of preventive health interventions including: communication around uptake of new vaccines, newborn and parental interventions (e.g ITN use)

2:00pm – 3:00pm Visit Sese Dispensary (the lowest level health facility in Tanzania health system)

Learn about distribution of ITNs, malaria case management, and vaccination delivery at a Dispensary
 Observe Antenatal Care Clinic at Dispensary
 See delivery of tetanus vaccination
 Observe Intermittent Preventive Treatment (IPTp) for malaria and insecticide treated bednets (ITNs)
Representatives from Tanzania Ministry of Health and USG (USAID)

3:00pm-4:30pm Transfer to hotel

4:30pm – 5:30pm Executive Time

5:30pm – 7:00pm Q&A over dinner at hotel with USAID and UNF staff about global health interventions *Representatives from USG (USAID, PMI)*

Overnight Malaika Resort Hotel, Mwanza

Thursday, October 19	Mwanza / Arusha
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Attire: Business casual.

7:30am – 8:30am Breakfast with USAID and CDC partners for wrap-up briefing covering previous day's site visits and framing Zonal Warehouse visit.
Representatives from USAID and CDC

8:30am – 9:00am Transfer to Medical Stores Department Zonal Warehouse (Central Medical Stores). *Representatives from Tanzania Ministry of Health and USG (USAID)*

9:00am – 10:00am Tour Medical Stores Department Zonal Warehouse; Learn about commodity management, including vaccines and malaria control products, in a USAID-supported Logistic Management Unit
Representatives from Tanzania Ministry of Health and USG (USAID)

10:00am – 10:45am Transfer to Mwanza Airport
Lunch at airport

12:15pm Precision Air 727 to Kilimanjaro (JRO)

1:45pm Arrive Kilimanjaro

2:00pm – 3:30pm Transfer to Arusha town

3:30pm – 6:30pm Visit A-to-Z Sumitomo Bed Net Factory and Africa Technical Research Center; Meet with CEO; Tour Factory; Meet with women employees
Learn about collaboration between private sector and local workforce to

produce mosquito bed nets to prevent malaria. Representatives from Sumitomo and A-to-Z Textile Mills

- 6:30pm – 7:15pm Transfer to hotel and check-in
- 7:30pm – 9:30pm Dinner with PATH implementing partners for briefing on site Friday site visit; learn about Better Immunization Data (BID) initiative and integration with Vaccine Information Management (VIM) system; impact, challenges, and milestones. *Representatives from PATH.*
- Overnight Mt. Meru Hotel
Kanisa Rd, Arusha, Tanzania
Phone: +255 27 297 0256
<http://www.mountmeruhotel.co.tz/>

Friday, October 20

Arusha / Depart

Attire: Business casual.

- 6:45am – 7:20am Breakfast
- 7:20am – 7:30am Courtesy Call with Regional Commissioner and Regional Medical Officer for Arusha regional health profile
- 8:00am – 9:00am Transfer to Monduli
- 9:00am – 9:15am Courtesy Call with Monduli District Commissioner, DED, and District Medical Officer for Monduli district health profile
- 9:15am – 9:45am Travel to Monduli clinic and community
- 9:45am-10:30am BID Initiative Facility Visits; Observe immunizations in community; Understand immunization data integration at Dispensary level and potential to improve child health outcomes and ensure adequate vaccine supply. *Representatives from Tanzania Ministry of Health, PATH, and USG (CDC)*
- 10:30am – 11:15am Community household visits to discuss impact of BID program with families. *Representatives from Tanzania Ministry of Health, PATH, and USG (CDC)*
- 11:15am – 12:15pm Transfer to Arusha and debriefing with BID/PATH team
- 12:15pm – 1:00pm Cultural Heritage Site Visit
- 1:15pm – 2:00pm Lunch and trip debrief
Mt. Meru Hotel Restaurant

2:00pm Depart for airport
5:35pm Depart Kilimanjaro (JRO) on ET 814
8:05pm Arrive Addis Ababa
10:45pm Depart Addis Ababa on ET 500

Saturday, October 21	Travel
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8:40am Arrive Dulles (IAD)