

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

17 NOV -3 AM 10:36

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: Mena Hanna
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: October 14, 2017 Return: October 21, 2017
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Entebbe, Uganda Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): World Vision International and WaterAid America
6. Describe meetings and events attended: Meetings were held with US government officials from the mission/embassy and with Uganda/Kampala city government officials. Site visits were held with beneficiaries and implementers of humanitarian and development programs.
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:  DATE: 11/3/2017

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: Dave Trott DATE: 11/03/2017

SIGNATURE OF SUPERVISING MEMBER: 

16

U.S. House of Representatives
Committee on Ethics

Original Amendment

LEGISLATIVE RESOURCE CENTER

17 NOV -3 PM 2:30

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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): World Vision International and WaterAid America

2. Travel Destination(s): Uganda - Kampala, Arua, Moroto

3. Date of Departure: October 14 Date of Return: October 21

4. Name(s) of Traveler(s): Mena Hanna

(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	2377.58	1101.00	251.07	Uganda Visa - \$51
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: Lisa Bos Lisa Schechtman

Name: Lisa Bos/Lisa Schechtman Title: Dir. of Gov't Relations/Dir. of Policy and Advocacy

Organization: World Vision International/WaterAid America

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

Address: World Vision - 300 I Street NE, Washington DC, 20002

WaterAid - 1440 G Street NW, DC

Telephone number: 202-572-6545/202-833-1341

Email Address: lbos@worldvision.org/lishechtman@wateraidamerica.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: Mena Hanna
2. Sponsor(s) (who will be paying for the trip):
World Vision International and WaterAid America
3. Travel destination(s): Uganda - Kampala, Arua, Moroto
4. a. Date of departure October 14, 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.
I am the Senior Legislative Assistant for Rep. Trott and my legislative portfolio includes appropriations & foreign affairs. I advise my boss on votes pertaining to Uganda, including U.S. Government funded projects
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: 9/12/2017



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): _____
World Vision International and WaterAid America
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
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):
Please see addendum A.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: October 14, 2017 Date of return: October 21, 2017
7. a. City of departure: Washington, DC
b. Destination(s): Entebbe, Uganda
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:

World Vision and WaterAid both operate development and humanitarian programs in Uganda and are jointly responsible for the planning, organizing and conducting of the trip. To improve the understanding of maternal and child health programs and U.S. foreign assistance, the Bill and Melinda Gates Foundation provides grant funding to World Vision and WaterAid to support learning trips for Congressional staff. Besides their role as financial donor, the Foundation has had no participation in the planning or execution of the trip.

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:

Charter flights within Uganda will be required to visit distant rural areas of the country where U.S. government programs are operating.

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): _____
\$50

2) Provide reason for selecting the location of the event or trip: _____
The U.S. government provides significant funding and supports both development and humanitarian programs in Uganda, and it is a priority country for global health. The delegation will have the opportunity to review U.S. Government and partner programs to review their impact and efficacy, as well as hear from Ugandan officials.

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

Hotel name: Kamapa Serena Hotel City: Kampala Cost per night: \$360

Reason(s) for selecting: Central location, adequate security, and appropriate meeting space

Hotel name: Golden Courts Hotel City: Aura Cost per night: \$120

Reason(s) for selecting: Adequate security, located near project visits

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	\$3000	\$1560	\$300
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	\$55	Visa fees
For each accompanying relative		

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: *Lisa Bos* *Lisa Schechtman*
 Name: Lisa Bos Lisa Schechtman
 Title: Dir. of Government Relations Dir. of Policy and Advocacy
 Organization: World Vision WaterAid
 Address: 300 I Street NE, DC 1440 G Street NW, DC
 Telephone number: 202-572-6545 202-833-1341
 Email address: lbos@worldvision.org lschechtman@wateraidamerica.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 and 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: World Vision International and WaterAid America
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: Tom Walsh Title: Senior Program Officer

Organization: Bill and Melinda Gates Foundation

Address: 1300 I Street NW, Washington, DC 20006

Telephone number: 202-370-8967 Email: tom.walsh@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

Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Kenny Marchant, Texas
Leonard Lance, New Jersey

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



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

October 6, 2017

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

Ms. Mena Hanna
Office of the Honorable David Trott
1722 Longworth House Office Building
Washington, DC 20515

Dear Ms. Hanna:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Uganda, scheduled for October 14 to 21, 2017, sponsored by World Vision International and WaterAid America, 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.

Ms. Mena Hanna

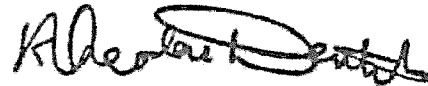
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If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks
Chairwoman



Theodore E. Deutch
Ranking Member

SWB/TED:jeb

Staff below were invited due to their role in advising their Member of Congress on critical foreign assistance and/or global health issues.

Staffer Name	Congressional Office	Title
Blaire Bartlett	Rep. Donovan (R-NY, HFAC)	Foreign Affairs LA
Brandon White	Rep. Paul Cook (R-CA, HFAC)	Foreign Affairs LA
Caleb Crosswhite	Counsel, House Ag	
Chris Sweet	Rep. Diaz-Balart (R-FL)	Foreign Affairs LA
Corey Schrodtt	Rep. Francis Rooney (R-FL, HFAC)	LD/Appropriations, Foreign Affairs
Eric Harris	Rep. Gwen Moore (D-WI)	Press Secretary
James Walsh	Rep. Yoho (R-FL)	Foreign Affairs LA
Jay Campbell	Rep. Rick Crawford (R-AR)	Foreign Affairs LA
Joe Tvrdy	Rep. Vicki Hartzler (R-MO)	LD
Joshua Satterfield	Rep. Mia Love (R-UT)	Foreign Affairs LA
Kelsey Aulakh	Rep Earl Blumenauer (D-OR)	Foreign Affairs LA
Krista Stafford	Rep. Patrick McHenry (R-NC, Hse Leadership)	Foreign Affairs LA
Luke Murry	Rep. Kevin McCarthy (R-CA, Hse Leadership)	Foreign Affairs LA
Mark O'Neil	Rep. Jim Sensenbrenner (R-WI, HFAC)	Foreign Affairs LA
Martha Vanlieshout	Rep. Mark Meadows (R-NC, HFAC)	Foreign Affairs LA
Matt McMurray	Rep. Robin Kelly (D-IL, HFAC)	Foreign Affairs LA
Nicholas Rodman	Republican Study Committee	Professional Staff
Oren Adaki	Rep. Ted Poe (R-TX, HFAC)	Foreign Affairs LA
Hannah Wallace	Rep. Ted Poe (R-TX, HFAC)	Foreign Affairs LA
Perry Chappell	Rep. David Rouzer (R-NC)	Foreign Affairs LA
Rachel Wagley	Rep. Ann Wagner (R-MO, HFAC)	Foreign Affairs LA
Ryan Walker	Rep. Mark Walker (R-NC, RSC)	LD/Appropriations, Foreign Affairs
Sarah Miller	Rep. Brian Mast (R-FL, HFAC)	Foreign Affairs LA
Sid Ravishankar	Rep. Joaquin Castro (D-TX, HFAC)	Foreign Affairs LA
Steve Wilson	Rep. Rodney Frelinghysen (R-NJ, approps)	Foreign Affairs LA
Aaron Wasserman	Rep. Derek Kilmer (D-WA, House Approps)	LD/Appropriations, Foreign Affairs
Andrew Ashley	Rep. Martha Roby (R-AL, House Approps)	Foreign Affairs LA
Ann Marie Harrison	Rep. Martha Roby (R-AL, House Approps)	Health LA
Andrew Robreno	Rep. Lloyd Smucker (R-PA, House Budget)	LD/Appropriations
Benjamin Cantrell	Rep. Steve Womack (R-AR, House Approps & Budget)	LD
Cari Fike	Rep. Gary Palmer (R-AL, House Budget)	LD/Appropriations, Foreign Affairs
Corey Inglee	Rep. John Culberson (R-TX, House Approps)	LD/Appropriations
Dalton Henry	Rep. Roger Marshall (R-KS)	LD
Gordon Larsen	Rep. Chris Stewart (R-UT, House SFOPs)	Foreign Affairs LA
Haily Hart	Rep. Dennis Ross (R-FL)	Foreign Affairs LA
Heather Ham	Rep. Matt Gaetz (R-FL, House Budget)	LD

Warren

Hillary Lassiter	Rep. Diane Black (R-TN, Budget Chair)	Foreign Affairs LA
Hugh Fike	Rep. Dave Brat (R-VA, House Budget)	Foreign Affairs LA
Joe Fawell	Rep. Peter Roskam (R-IL)	LD/Appropriations
John Boothroyd	Rep. John Moolenaar (R-MI, House Approps)	Foreign Affairs LA
Katherina		
Dimenstein	Rep. David Schweikert (R-AZ)	LD/Appropriations, Foreign Affairs
Maria Bowie	Rep. Tom Cole (R-OK, House Approps & Budget)	Deputy CoS
Mena Hanna	Rep. David Trott (R-MI)	Foreign Affairs LA
Michael Mansour	Rep. Barbara Comstock (R-VA)	LD/Appropriations, Foreign Affairs
Rachana Shah	Rep. Grace Meng (D-NY, House Approps)	Foreign Affairs LA
Donna Iken	Rep. Grace Meng (D-NY, House Approps)	Foreign Affairs LA
Sean O'Brien	Rep. Dan Newhouse (R-WA, House Approps)	LD/Foreign Affairs
Tim Daniels	Rep. Andy Harris (R-MD, House Approps)	LD/Appropriations, Foreign Affairs
Tracy Thomas	Rep. Jeff Fortenberry (R-NE, approps)	Foreign Affairs LA
Ven Neralla	Rep. Pramila Jayapal (D-WA, House Budget)	LD/Appropriations, Foreign Affairs

Uganda Congressional Staff Learning Trip

October 14 –21, 2017

Transit Day – Saturday, October 14

10:50am Depart Washington, D.C. from Dulles to Entebbe on Emirates

Transit/Orientation Day – Sunday, October 15

Location: Kampala

Attire: Casual

1:50pm Arrival in Entebbe – Lisa S and Lisa B will be at the airport to greet the group.

2:30pm–4:30pm Transit to Kampala Serena Hotel and check in.

6:30pm–9:00pm Bambara room on the 1st floor of the Serena (up the stairs from the lobby just above the Explorer Restaurant) - Working dinner with World Vision and WaterAid Uganda staff, trip overview, security briefing and brief presentations on maternal and child health work in humanitarian and development contexts to help set the stage for field and project visits. Present – National Directors of both organizations, relevant program staff.

- Each team will give a 10-15 minute presentation, then there will be time for questions and discussion

Overnight: Kampala Serena Hotel

Day 1 – Monday, October 16

Location: Kampala

Attire: Business Casual

7:15am Breakfast and hotel check out – bring luggage down to Lisa B before you eat breakfast and she will ensure it gets loaded into vehicles

8:15am –9:00am Depart the Serena Hotel - Transit to US Embassy

9:00am–11:45am USAID Mission Briefing at the US Embassy with Mission Director Mark Meassick and representatives from health and PRM (population, migration and refugees) teams. Discussion will focus on U.S. government priorities in health, water/sanitation/hygiene (WASH), and the refugee response to help participants gain an improved understanding of the U.S. government's role in these sectors. This will help set the stage for field visits and give context to the work that will be seen. Courtesy call w/ Deputy Chief of Mission Colette Marcellin.

12:00pm –1:00pm Transit to Entebbe

1:00pm –2:30pm Working lunch at Protea Hotel in Entebbe. Debrief on the session at the Embassy with opportunity to ask questions of USAID/Embassy staff that will be coming to West Nile.

2:30pm –3:30pm Depart Protea Hotel for Entebbe airport and check-in for charter flight

3:30pm –4:30pm	Flight to West Nile region via charter (Eagle Air)
4:30pm–5:00pm	Transit to Golden Courts Hotel and check in – Arua, Uganda
6:30pm – 7:00pm	Security briefing with World Vision response team – Golden Courts Boardroom
7:00pm –8:30pm	Emergency response partners dinner (UNHCR, WFP, UNICEF) – discussion of each agency’s role in the humanitarian response, overview of response and challenges particularly related to health and WASH (water, sanitation and hygiene). Scene setter for visits the next day to settlements.

Overnight: Golden Courts Hotel, Arua

Day 2 – Tuesday, October 17

Location: Arua/West Nile

Attire: Casual

7:00am	Breakfast
7:30am –9:30am	Transit to Imvepi Settlement – scene setter in vehicles
9:30am –11:00am	Tour Imvepi refugee arrivals area – reception center, child protection facilities, and hot meal distribution provided through the World Food Program. Tour of Medical Teams International health facility funded by State Department PRM (Population, Migration and Refugees) to see the health context for refugees.
11:00am –12:30pm	Transit to Bidi Bidi Settlement (lunch/snacks in vehicles)
12:30pm – 2:00pm	Tour World Food Program refugee food distribution. Interact with refugees to discuss challenges around food security.
2:00pm–3:00pm	Visit a Catholic Relief Services WASH program in Bidi Bidi, discuss challenges of providing WASH in a refugee context.
3:00pm – 3:30pm	Visit to International Rescue Committee health facility. Brief tour and discussion of maternal and child health services being provided at the facility.
3:30pm – 4:00pm	Courtesy call with camp commandant with an opportunity to ask questions about the refugee response effort and challenges where the U.S. government could potentially be helpful.
4:00pm –5:30pm	Transit to Golden Courts
6:30pm –8:00pm	Working dinner– debrief of the day and review of next day’s itinerary

Overnight: Golden Courts Hotel, Arua

Day 3 – Wednesday, October 18

Location: Moroto/Karamoja Region

Attire: Casual

6:15am	Breakfast and check out of Golden Courts
7:00am	Transit to Arua airfield
7:30am–8:30am	Flight to Moroto/Karamoja region (Eagle Air)
9:00am – 11:30am	Transit to and visit of Health/HIV in Workplaces Activity (HIWA) funded by USAID. View interventions and integrated services (including maternal and child health, family planning, nutrition, and WASH) to learn how U.S. government is supporting improved health outcomes in Moroto and reducing the rates of HIV/AIDS infections. Discussion with health facility staff and with program beneficiaries and village health team members.
11:30am – 12:30pm	Working Lunch at Moroto Hotel – scene setter for afternoon visit with a discussion of trachoma and the impact of WASH on prevention of blindness.
12:30pm – 1:30pm	Transit to Nakapiripirit
1:30pm–3:30pm	Visit to WASH program site focus on trachoma elimination, interact with community members and health workers. We will visit a community in which safe drinking water, sanitation and hygiene education and services have been provided as a tool to reduce trachoma, the leading cause of preventable blindness This will include a tour of the village, viewing of its latrines and handwashing stations, and discussions with community members and health workers about successful behavior change.
3:30pm –4:30pm	Transit to Moroto
5:00pm–6:30pm	Flight from Moroto to Entebbe (Eagle Air)
7:00pm – 8:00pm	Transit to Serena Hotel – debrief of the day in vehicle
8:00pm – 9:00pm	Working dinner – review of next day’s itinerary

Overnight: Kampala Serena Hotel

Day 3 – Thursday, October 19

Location: Mukuno/Kampala

Attire: Casual/Business Casual

6:45am	Breakfast
7:45am–9:00am	Transit to Mukuno
9:00am –11:00am	Visit to Kojja Secondary School to see DREAMS (Determined, Resilient, Empowered, AIDS-free, Mentored and Safe) project funded by PEPFAR (the President’s Emergency Plan for AIDS Relief). Visit will focus on school-based programs that include health and WASH components that help prevent the spread of HIV/AIDS among adolescent girls and keep girls in school. We will visit with the program staff and with girls who are a part of the project to learn

more about the innovations being supported through U.S. government funding to respond to HIV/AIDS.

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| 11:00am–12:00pm | Transit to Kampala |
| 12:00pm –1:30pm | Working Lunch in Ntinde– discussion of challenges faced by adolescent girls in Uganda with World Vision and WaterAid staff and representatives from USAID. |
| 1:30pm –2:00pm | Transit to Ntinde Primary School |
| 2:00pm –3:45pm | Visit to Ntinde Primary School - WASH in schools discussion focused on how new latrines have improved health and educational outcomes. Discussion with students that have benefitted from the project and brief tour of facilities. |
| 4:30pm –5:30pm | Visit to local craft market to see how entrepreneurial activities help women support themselves and their families. |
| 5:30pm –6:00pm | Return to Serena Hotel |
| 7:00pm – 8:30pm | Working dinner – debrief on the day/week and review of next day's itinerary |

Overnight: Kampala Serena Hotel

Day 5 – Friday, October 20

Location: Kampala

Attire: Business Casual

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| 7:30am | Breakfast available near the VIP Boardroom in the Serena Hotel in the conference center (across from the main hotel building) |
| 8:30am–11:00am | Meeting with Ugandan Government and Kampala Government officials in Serena Conference Center VIP Boardroom – debrief of visit, discussion of government priorities and challenges in health and WASH and relationship with U.S. government in achieving their objectives to improve the health of the Ugandan people. Discussion of the challenges as well in the refugee response and how the U.S. government could better assist in the response effort. Representatives will be from the Office of the Prime Minister, the Ministries of Water, Health, Agriculture and Education, and the Kampala City Authority. Meeting will help make the link between the priorities of the government agencies within Uganda and how the U.S. government works to align with those priorities, specifically as it relates to improvements in maternal and child health outcomes. |
| 11:00am –12:00pm | Check out of rooms |
| 12:00pm –1:00pm | Transit to Protea Hotel |
| 1:00pm – 2:00pm | Debrief Lunch at Protea Hotel – overall trip impression and remaining questions around WASH/MNCH and humanitarian programs in Uganda. |
| 4:10pm | Depart for Dulles on Emirates |

Transit Day – Saturday, October 21

8:40am

Arrive at Dulles