

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 MAR -9 PM 2: 01

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.

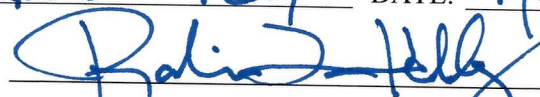
1. Name of Traveler: Mia R. Keeys
2. a. Name of accompanying relative: _____ *or* None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: Feb. 17, 2018 Return: Feb. 23, 2018
 b. Dates at personal expense (if any): _____ *or* None
4. Departure city: Washington, DC Destination: Lusaka, Zambia 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:  DATE: 8 March 2018

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: Robyn L. Keeey DATE: 3/8/18

SIGNATURE OF SUPERVISING MEMBER: 

(25)

**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): Zambia

3. Date of Departure: Feb. 17, 2018 Date of Return: Feb. 23, 2018

4. Name(s) of Traveler(s): Mia R. Keays

(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	\$2,691.26	\$945.00	\$285.93	Interpreter: \$54.76, Security: \$737.36 Insurance: \$81.00, Visa: \$239.00
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: *Rachel L Hall*

Name: Rachel Hall Title: Deputy 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: 202-609-6355

Email Address: Rachel.hall@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: Mia R. Keelys
2. Sponsor(s) (who will be paying for the trip): CARE USA
3. Travel destination(s): Lusaka, Zambia
4. a. Date of departure 17 Feb. 2018 Date of return: 23 Feb. 2018
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 Health Policy Advisor to Congresswoman Robin Kelly, I provide
counsel on critical global health issues. I'm now working on maternal
mortality related policy, which aligns with the purpose of this tour.
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: 17 Jan. 2018



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: February 17, 2018 Date of return: February 23, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Lusaka, Zambia
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 educational 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 \$95/day in Lusaka, \$100/day in Livingstone, and \$80/day in Choma, Zambia.
- 2) Provide reason for selecting the location of the event or trip: _____
The U.S. Government is an important development partner in Zambia working to respond to the immediate health needs of women and children and promote better maternal and child health outcomes in the country.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Latitude 15 Degrees Hotel City: Lusaka Cost per night: \$190
Reason(s) for selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel name: Avani Hotel City: Livingstone Cost per night: \$236
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	\$3,455.68	\$806	\$373
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	\$1,021	interpreter, security, insurance and visa
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: *Rachel L Hall*
 Name: Rachel Hall
 Title: Deputy Director, Learning Tours
 Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
 Address: 1899 L Street, NW, Suite 500, Washington, DC 20036
 Telephone number: 202-569-7027
 Email address: rachel.hall@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)

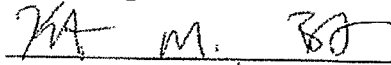
U.S. House of Representatives
Committee on Ethics

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 Butten 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.butten@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

January 30, 2018

Ms. Mia Keays
Office of the Honorable Robin Kelly
1239 Longworth House Office Building
Washington, DC 20515

Dear Ms. Keays:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Zambia,¹ scheduled for February 17 to 23, 2018, sponsored by the Cooperative for Assistance and Relief Everywhere, Inc. (CARE), 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.

¹ We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Zambia, *available at* <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/zambia-travel-advisory.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

Ms. Mia Keeys

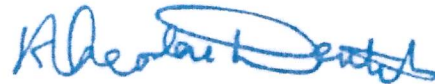
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If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan W. Brooks".

Susan W. Brooks
Chairwoman

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch
Ranking Member

SWB/TED:re

FINAL

AGENDA: CARE Learning Tour to Zambia, February 17-23, 2018
Note: See Addendum B below for an explanation of schedule changes

Saturday, February 17

Travel Day

10:00am Depart U.S. for Lusaka, Zambia (Ethiopian Airlines #501)

Sunday, February 18

Travel Day/Lusaka, Zambia

2:50pm CARE delegation arrives in Lusaka, Zambia (Ethiopian Airlines #873)

3:30-4:00pm Transfer to hotel

4:00-6:00pm Check-in/unpacking/shower time

6:00-6:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-8:00pm Scene-setter briefing with local technical experts

Overnight: Latitude 15 Degrees Hotel – Lusaka Zambia

Monday, February 19

Lusaka, Zambia

8:45-10:15am Breakfast briefing with U.S. Mission

10:15-11:30am Transfer to site visit 1

11:30-1:00pm Site visit 1: Tour rural health post and home visits with community health workers to learn about barriers to accessing health services for rural populations and understand the role CHWs play in connecting these communities to the health system

1:00-2:15pm Transfer to site visit 2
Note: Lunch provided on vehicles

2:15-3:30pm Site Visit 2: Visit a DREAMS Center to gain a deeper understanding of community-based interventions to prevent and manage the spread of HIV/AIDS among vulnerable young women

3:30-4:00pm Transfer to hotel

4:00-6:15pm Downtime

6:15-6:30pm Transfer to U.S. Ambassador's residence

6:30-8:30pm Reception with U.S. Ambassador, local government and NGO leaders to discuss

FINAL

the role of international partners, Local governments and NGOs in development in Zambia

8:30-8:45pm Transfer to hotel

Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia

Tuesday, February 20

Lusaka / Livingstone, Zambia

Breakfast on own

8:30-9:00am Transfer to meeting

9:00-10:00am Meeting with the Zambian Minister of Health to discuss the health priorities of the Zambian Government

11:00-11:30am Transfer to airport

10:30-12:00pm Plane Briefing on the "three delays" driving maternal mortality
Note: Transfer to Livingstone; Lunch on the plane

12:00-12:30pm Transfer to site visit 1
Note: lunch provided on vehicles

12:30-1:45pm Site visit 1: One-stop gender-based violence center to understand how integrated health, psychosocial support and legal services are being provided to women and vulnerable youth, reducing the barriers to accessing critical health and support services

1:45-2:15pm Transfer to site visit 2

2:15-3:15pm Site visit 2: Village Savings and Loan Association (VSLA) group to learn how women who are financially empowered are able to generate income and provide for their families, helping mothers to also afford transportation costs to access more comprehensive health services for themselves and their families

3:15-3:45pm Transfer to hotel

3:45-4:00pm Check-in/downtime at hotel

5:45-6:15pm Transfer to Dinner

6:15-8:00pm Debrief dinner to reflect on the "three delays" that contribute to maternal mortality

8:00-8:30pm Transfer to hotel

Overnight: AVANI Hotel – Livingstone, Zambia

FINAL

Wednesday, February 21

Kalomo/Lusaka, Zambia

Breakfast on own at hotel

- 8:30-10:30am Transfer to site visit 1
- 10:30-11:45am Site visit 1: Scaling Up Nutrition program to learn about interventions to support improved maternal and child health and reduce stunting and malnutrition among infants and newborn children in Zambia
- 11:45-12:30pm Transfer to site visit 2
- 12:30-2:00pm Site visit 2: Tour Safe Motherhood 360+ training and capacity-building program to see how innovative mentorship models are helping to strengthen the ability of health providers to respond to emergency prenatal, neonatal and postnatal health needs to reduce maternal and infant mortality
- 2:00-4:30pm Transfer to airport
- 4:30-6:00pm Plane debrief on health systems strengthening
Note: Transfer to Lusaka
- 6:00-6:30pm Transfer to hotel
- 6:30-7:30pm Check-in/down time at hotel
- 7:30-9:00pm Closing dinner to discuss policy objectives and trip takeaways

Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia

Thursday, February 22

Lusaka, Zambia/Travel Day

Breakfast on own at hotel

- 9:00-9:30am Transfer to site visit 1
- 9:30-10:45am Site visit 1: Youth safe-space center to meet vulnerable youth empowered to resist child marriage, understand and advocate for their own health and build healthier communities
- 10:45-11:15am Transfer to hotel
- 11:15-11:45am Final packing and check out time
- 11:45-12:15pm Transfer to airport
- 1:25pm Delegation departs for Washington, DC (Ethiopian Airlines #863)

FINAL

Friday, February 23

Travel Day

7:50am

Delegation lands in Washington, DC (Ethiopian Airlines #500)

ADDENDUM B

We originally planned to use chartered planes for our movements in Zambia to reduce our transfer times. However, due to changing weather patterns and safety concerns, which arose during the week of our trip, we decided against using chartered planes for one of our transfers from Livingstone to Kalomo and to instead drive to site locations on February 21, 2018. The agenda was adjusted after the Ethics Committee pre-trip paperwork deadline to accommodate this shift and account for drive times while still maintaining most of our original site and meeting selections, although we did have to cancel a planned lunch with midwives on the afternoon of February 21st due to our condensed schedule caused by the need to drive to sites rather than use the chartered planes.

FINAL

AGENDA: CARE Learning Tour to Zambia, February 17-23, 2018

Saturday, February 17

Travel Day

10:00am Depart U.S. for Lusaka, Zambia (ET #501)

Sunday, February 18

Travel Day/Lusaka, Zambia

2:50pm Delegation arrives in Lusaka, Zambia (ET #873)

3:30-4:00pm Transfer to hotel

4:00-6:00pm Check-in/unpacking/shower time

6:00-6:30pm Welcome briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:30-6:45pm Transfer to reception

6:45-8:30pm Reception with U.S. Ambassador, local government and NGO leaders to discuss the role of international partners, local governments and NGOs in development in Zambia

8:30-9:00pm Transfer to hotel

Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia

Monday, February 19

Lusaka, Zambia

8:45-10:15am Scene-setter breakfast briefing with technical experts to gain social, political, historical context for development and health in Zambia

10:15-11:30am Transfer to site visit 1

11:30-1:00pm Site Visit 1: Tour Rural health post and home visits with community health workers to learn about barriers to accessing health services for rural populations and understand the role CHWs play in connecting these communities to the health system

1:00-2:15pm Transfer to site visit 2
Note: Lunch in vehicles

2:15-3:30pm Site visit 2: Visit DREAMS center to gain a deeper understanding of community-based interventions to prevent and manage the spread of HIV/AIDS among vulnerable young women

3:30-4:00pm Transfer to hotel

4:00-6:30pm Shower/Dinner preparation time

6:30-8:15pm Dinner briefing with U.S. Mission to learn about the U.S. government's development and health priorities in Zambia

Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia

Tuesday, February 20

Livingstone, Zambia

Breakfast on own

- 8:30-9:00am Transfer to meeting
- 9:00-10:00am Meeting with Minister of Health (requested) to discuss the health priorities of the Zambian Government
- 10:00-10:30am Transfer to airport
- 10:30-12:00pm Plane Briefing on the “three delays” driving maternal mortality
Note: Transfer to Livingstone; Lunch on the plane
- 12:00-12:30pm Transfer to site visit 1
- 12:30-1:45pm Site visit 1: Visit one-stop gender-based violence center to understand how integrated health, psychosocial support and legal services are being provided to women and vulnerable youth, reducing the barriers to accessing critical health and support services
- 1:45-2:15pm Transfer to site visit 2
- 2:15-3:15pm Site visit 2: Visit CARE Village Savings and Loan Association (VSLA) program to learn how women who are financially empowered are able to generate income and provide for their families, helping mothers to also afford transportation costs to access more comprehensive health services for themselves and their families
- 3:15-3:45pm Transfer to hotel
- 3:45-6:00pm Check-in/shower time
- 6:00-6:30pm Transfer to debrief dinner
- 6:30-8:00pm Debrief dinner to reflect on the “three delays” that contribute to maternal mortality
- 8:00-8:30pm Transfer to hotel

Overnight: Avani Lodge – Livingstone, Zambia

Wednesday, February 21

Kalomo/Lusaka, Zambia

Breakfast on own

8:00-8:30am	Transfer to airport
8:30-9:30am	Transfer to Kalomo
9:30-10:30am	Transfer to site visit 1
10:30-11:30am	<u>Site visit 1: Visit Scaling Up Nutrition project</u> to learn about interventions to support improved maternal and child health and reduce stunting and malnutrition among infants and newborn children in Zambia
11:30-12:15pm	Transfer to lunch
12:15-1:45pm	<u>Lunch with midwives</u> to learn about the skills-building activities and technical training they have received from visiting U.S. midwives to improve maternal and child health outcomes, mitigate birth-related health risks and empower midwives to respond to a wider array of possible health complications, helping to build the capacity of Zambia's health workforce
1:45-2:30pm	Transfer to site visit 2
2:30-3:45pm	<u>Site visit 2: Tour Safe Motherhood 360+ training and capacity-building program</u> to see how innovative mentorship models are helping to strengthen the ability of health providers to respond to emergency prenatal, neonatal and postnatal health needs to reduce maternal and infant mortality
3:45-4:30pm	Transfer to Kalomo
4:30-5:30pm	<u>Plane debrief</u> on health systems strengthening <i>Note: Transfer to Lusaka</i>
5:30-6:00pm	Transfer to hotel
6:00-7:30pm	Check-in/shower time
7:30-9:00pm	<u>Closing dinner</u> to discuss policy objectives and trip takeaways

Overnight: Latitude 15 Degrees Hotel – Lusaka, Zambia

Thursday, February 22

Lusaka, Zambia/Travel Day

9:00-9:30am	Transfer to site visit 1
9:30-10:45am	<u>Site Visit 1: Visit safe space center</u> to meet vulnerable youth empowered to resist child marriage, understand and advocate for their own health and build healthier communities
10:45-11:15am	Transfer to hotel

11:15-11:45am Final packing and check out time
11:45-12:15pm Transfer to airport
1:25pm Delegation departs for Washington, DC (ET #863)

Friday, February 23

Travel Day

7:50am Delegation lands in Washington, DC (ET #500)

Addendum A:

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

We invited staffers handling global health issues for members of Congress and committee staff on the following committees and caucuses. These committees and caucuses hold a particular relevance to the issue of U.S. foreign assistance and global maternal/child health which will be the focus of the trip agenda.

House Appropriations Committee

House Budget Committee

House Foreign Affairs Committee

Congressional Women's Caucus

Invited House Staffers

- Catherine Rowland - Professional Staff Member, House Foreign Affairs Committee, Minority Staff
- James Burchfield - Professional Staff Member, Rep. Steve Chabot (R-OH-01)
- Jonathan Lowe – Legislative Director, Rep. Steve Chabot (R-OH-01)
- Mike Cantwell - District Director, Rep. Steve Chabot (R-OH-01)
- Mimi Strobel - Legislative Assistant, Rep. Susan Brooks (R-IN-05)
- Cary Leizerowski - Legislative Director, Rep. Dan Donovan (R-NY-11)
- Tiffany Howard - Legislative Assistant, Rep. Dan Donovan (R-NY-11)
- Zach Silberman - Legislative Assistant, Rep. Adam Kinzinger (R-IL-16)
- Brandon Batch - Senior Legislative Assistant, Rep. Mike McCaul (R-TX-10)
- Mia R. Keeys - Health Policy Advisor, Rep. Robin L. Kelly (D-IL-02)
- Liz Leibowitz - Legislative Assistant, Rep. Nita Lowey (D-NY-17)

Addendum B:

Cities of Departure:

Saturday, February 17, 2018:

10:00am – Depart Washington, DC (ET # 501)

Sunday, February 18, 2018:

7:15am – Arrive Addis Ababa, Ethiopia

9:25am – Depart Addis Ababa, Ethiopia (ET 873)

2:50pm – Arrive Lusaka, Zambia

Tuesday, February 20, 2018:

10:30am – Depart Lusaka, Zambia (charter flight)

12:00pm – Land in Livingstone, Zambia

Wednesday, February 21, 2018:

8:30am – Depart Livingstone, Zambia (charter flight)

9:30am – Land in Kalomo, Zambia

4:30pm – Depart Kalomo, Zambia (charter flight)

5:30pm – Land in Lusaka, Zambia

Thursday, February 22, 2018:

1:25pm – Depart Lusaka, Zambia (ET #863)

8:35pm – Arrive Addis Ababa, Ethiopia

11:00pm – Depart Addis Ababa, Ethiopia (ET #500)

Friday, February 23, 2018:

7:50am – Arrive in Washington, DC

Addendum C:

On Tuesday, February 20 the delegation will travel on a chartered flight from Lusaka to Livingstone, Southern Province region in Zambia. On Wednesday, February 21, the delegation will travel on a chartered flight from Livingstone, Southern Province to Kalomo, Southern Province, then back to Lusaka, Zambia.

Due to our schedule and limited flight options in country, as well as rough road conditions in Zambia, we have selected to charter a plane operated by Pro Charter. The cost of the charter plane is expected to be around \$1,300 per person. The Airline Operating Certificate (AOC) is forthcoming.



CARE USA
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January 5, 2018

Mia Keays
Policy Advisor
Representative Robin Kelly
1239 Longworth House Office Building
Washington, DC 20515

Dear Mia,

I'd like to invite you to join CARE's next Learning Tour to Zambia to examine the impact of U.S. investments in global health, maternal and child health, and women's empowerment. This trip will take place February 17-22, 2018 (including travel) during the President's Day Congressional recess and will include Congressional staffers and key leaders from the corporate sector, technical experts, and the media working on these issues.

On your journey, you will visit programs and meet with beneficiaries in Zambia to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground—including the government, 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 and regional stage.

On this trip we will be traveling to Zambia, a country that despite some recent economic recovery and growth, still grapples with high rates of poverty and very weak health indicators – including maternal and child health. Approximately 80 percent of rural households and 64 percent of urban households live in poverty and 4 in every 5 children are too short for their age, a symptom of chronic malnutrition and food insecurity. Although Zambia has made progress in increasing access to primary education, reducing infant mortality, and combating HIV/AIDS, the country continues to struggle with poor sanitation and health infrastructure. Many women lack access to information and necessary health services to safely deliver and care for children and at present only two thirds of those births are attended by a skilled health professional.

The United States is actively working to change this reality. U.S. investments in women's economic empowerment, combatting child marriage and violence, and promoting health and nutrition are having a measurable and significant impact in Zambia throughout the region. This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deeper understanding of the link between U.S. assistance and improvements in family health outcomes, community development, and global health advancements.

In order to allow sufficient time for planning, we appreciate a response indicating your interest by **Friday, January 12, 2017**. We have asked Rachel Hall to provide further details on the trip and answer any questions. You can reach her directly at Rachel.Hall@care.org or (202) 609-6353.

Thank you for considering this opportunity.

Sincerely,

David Ray
Vice President for Policy & Advocacy
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 of 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.

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January 15, 2018

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

This letter is submitted in response to your request regarding a learning trip beginning February 17, 2018. The Bill & Melinda Gates Foundation (the "Foundation") made a grant to CARE USA on January 5, 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. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If we can provide any additional information, please contact me at dana.deruiter@gatesfoundation.org, or 202.370.8958.

Sincerely,



Dana DeRuiter
Senior Program Officer
Bill & Melinda Gates Foundation



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USA
www.care.org

January 15, 2018

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

RE: CARE Learning Tour to Zambia, February 17-23, 2018

To Whom It May Concern:

Over the past eight 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 Zambia, which will include staff for members of 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) 569-7027.

Sincerely,

Rachel Hall
Deputy Director, Learning Tours
CARE USA