



# U.S. House of Representatives COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

Original  Amendment

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, B-81 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.

- Name of Traveler: Tiffany Guarascio
- Name of Accompanying Relative: \_\_\_\_\_ OR None
  - Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- Dates: Departure: Saturday, April 13, 2019 Return: Wednesday, April 17, 2019
  - Dates at Personal Expense, if any: \_\_\_\_\_ OR None
- Departure City: Washington DC Destination: London, England Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: Global Women's Innovation Network (GlobalWIN)
- Describe Meetings and Events Attended: Daily meetings & programming that included briefings by UK govt & others on Brexit, Privacy, Telecommunications, Pharmacy and Retail, Cosmetics, female leadership and innovation.
- Attached to this form are *each* of the following, *signify that each item is attached by checking the corresponding box*:
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor *prior* to the trip, *including all* attachments *and* the *Grantmaking or Non-Grantmaking Sponsor Forms*;
  - page 2 of the completed *Traveler Form* submitted by the employee; *and*
  - the letter from the Committee on Ethics approving my participation on this trip.
- I represent that I participated in each of the activities reflected in the attached sponsor's agenda.   
*Signify statement is true by checking the box:*
  - If not, explain: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2019 MAY -2 PM 5:36  
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler:  Date: 5/2/19

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:  Date: 5/2/19

Signature of Supervising Member: FRANK PALLONE, JR.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip *within ten days of their return*. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

- Sponsor(s) who paid for the trip: Global Women's Innovation Network (GlobalWIN)
- Travel Destination(s): London, England
- Date of Departure: Saturday, April 13, 2019 Date of Return: Wednesday, April 17, 2019
- Name(s) of Traveler(s): Wendy Anderson, Mandy Bowers, Jennifer Daulby, Kathryn Grant, Tiffany Guarascio  
*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*
- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,104.39	\$885.00	\$358.97	
Accompanying Family Member				

- 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:  Date: 4/24/19

Name: Helen Milby Title: Executive Director

Organization: Global Women's Innovation Network

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

Address: 233 Pennsylvania Avenue, SE 2nd Floor, Washington, DC 20003

Telephone: 202-548-0021 Email: helen@helenmilby.com

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: Tiffany Guarascio
2. Sponsor(s) who will be paying for the trip: Global Women's Innovation Network (GlobalWIN)
3. Travel Destination(s): London, England
4. a. Date of Departure: Saturday, April 13, 2019 Date of Return: Wednesday, April 17, 2019  
 b. Will you be extending the trip at your personal expense?  Yes  No  
 If yes, list dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No If yes:  
 (1) Name of Accompanying Family Member: \_\_\_\_\_  
 (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
 (3) Accompanying Family Member is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  Yes  No  
 b. If yes, and you are requesting lodging for two nights, explain why the second night 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 the Deputy Staff Director of the Energy and Commerce Committee, I am a professional women in a senior role that can benefit from the discussions around women working in tech, as well as receive updates about Brexit and its effect on the US economy and the industries we oversee. Will also help promote advancement of professional women in leadership positions.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member

Frank Pallone Jr

Date

3/13/19



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE:** Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: Global Women's Innovation Network (GlobalWIN)

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: \_\_\_\_\_

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): \_\_\_\_\_

See attached.

5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No

6. Date of Departure: Saturday, April 13, 2019 Date of Return: Wednesday, April 17, 2019

7. a. City of departure: Washington, DC

b. Destination(s): London, England

c. City of return: Washington, DC

8. Check only one. I represent that:

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  OR

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  OR

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. Check only one of the following:

a. I checked 8(a) or (b) above:

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 you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:*
11. *Check only one of the following:*
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:*  OR
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education:
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:  
See attached.  
 \_\_\_\_\_  
 \_\_\_\_\_
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:  
N/A  
 \_\_\_\_\_
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. *Check only one.* I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:  OR
- b. The trip involves events that are arranged specifically *with regard* to congressional participation:   
 If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): The estimated cost per day will be less than or equal to \$183, based on the State Department per diem.
- 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
see attached.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: The Westbury Mayfair City: London Cost Per Night: \$299.00/night  
 Reason(s) for Selecting: chosen due to availability, group rate, and proximity to event sites.
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_
- 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:*



U.S. House of Representatives

# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$973.20	\$299.00 X 3 Nights = \$897.00	\$777.75
For each Accompanying Family Member			

	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	\$100.00	taxi, uber or tube
For each Accompanying Family Member	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 only one:

a. I certify that I am an officer of the organization listed below:  OR

b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify 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:  Date: 2/20/19

Name: Helen Milby

Title: Executive Director

Organization: Global Women's Innovation Network

Address: 233 Pennsylvania Avenue, SE -- 2nd Floor

Telephone: (202)548-0021

Email: eliza@helenmilby.com

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, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

**U.S. House of Representatives**  
COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

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

April 10, 2019

Ms. Tiffany Guarascio  
Committee on Energy & Commerce  
2125 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Guarascio:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to United Kingdom,<sup>1</sup> scheduled for April 13 to 17, 2019, sponsored by Global Women's Innovation Network.

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 and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,

Handwritten signature of Theodore E. Deutch in black ink.

Theodore E. Deutch  
Chairman

Handwritten signature of Kenny Marchant in black ink.

Kenny Marchant  
Ranking Member

TED/KM:re





# Global Women's Innovation Network

**PRIMARY TRIP SPONSOR FORM**  
**GlobalWIN House Staff Delegation Trip**  
**London, England April 13-17**

*Attachment*

**Question 4 – GlobalWIN Staff Delegation Invitees (in no particular order)**

*With the hopes of confirming a group of 8-10 House staffers, GlobalWIN reached out to many senior female staff in both Republican and Democratic Offices with wide-ranging work portfolio:*

First	Last	Office	Title
Wendy	Anderson	Val Demings	Chief of Staff
Rachel	Kelly	Derek Kilmer	Chief of Staff
Nicole	Tisdale	House Committee on Homeland Security	Subcommittee Director & Counsel
Melissa	Froelich	Subcommittee on Consumer Protection and Commerce	Chief Counsel
Michelle	Dorothy	Chrissy Houlahan	Chief of Staff
Alexis	Covery-Brandt	Steny Hoyer	Chief of Staff
Sally Rose	Larson	Doug Collins	Legislative Director
Sophia	Lafarque	Gregory Meeks	Chief of Staff
Machalagh	Carr	Committee on Ways and Means	General Counsel & Parliamentarian
Jen	Daulby	Rodney Davis	Chief of Staff
Sarah	Moxley	House Homeland Committee as the minority subcommittee	Staff Director for the Cyber Subcommittee
Charlyn	Stanberry	Yvette Clarke	Chief of Staff
Mandy	Bowers	Committee on Homeland Security	Senior Professional Staff
Katie	Grant	Steny Hoyer	Special Advisor and Communications Director
Ashley	Jones	Office of Rep Ben Ray Lujan	Director of Member Outreach
Tracy	Pough	Debbie Wasserman Schultz	Chief of Staff
Kara	Ahern	Liz Cheney	Chief of Staff
Chelsea	Brown	Jodey Arrington	Chief of Staff
Jennifer	Barblan	House E&C, Subcommittee on Oversight & investigation, minority committee	Chief Counsel
Tiffany	Guarascio	House Energy & Commerce Committee	Deputy Ranking Staff Director
Christine	Heggem	Greg Gianforte	Chief of Staff
Sydney	Pettitt	Office of Rep. David McKinley	Legislative Assistant
Robin	Colwell	Subcommittee on Communications and Technology	Chief Counsel
Sydney	Pettit	Office of Rep. David McKinley	Legislative Assistant
Barrett	Karr	Kevin McCarthy	Chief of Staff

**Question 10** – See page 3 for Trip Itinerary.

**Question 12**— With Honorary Co-Chairs Senator Shelley Moore Capito (R-WV), Senator Maggie Hassan (D-NH), Congresswoman Martha Roby (AL-02) and Congresswoman Debbie Wasserman Schultz (FL-23), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who work in innovation-driven fields. GlobalWIN provides an important forum for female leaders to grow personally and professionally, while contributing to key policy debates.

GLOBALWIN PROGRAMMING: GlobalWIN highlights the important role of women in innovation through three programming silos:

1. *Monthly Policy Events & Annual Innovation Luncheon*: GlobalWIN features leaders in academia, government, and business, who have made significant contributions in STEM and related fields to educate our audience on policy issues associated with global innovation and strategies for addressing them.
2. *Career Development*: GlobalWIN provides opportunities and support for women, both entering into and advancing within innovation fields, through continuing educational opportunities and mentoring programs.
3. *Educational Trips & Global Partnership Building*: Through educational trips, GlobalWIN builds cooperative partnerships with like-minded organizations, such as the European Network for Women in Leadership, based in Paris, and the 30 Percent Club chapter in Dublin. GlobalWIN aims to foster global cooperation among women on the key issues related to innovation, technology, and economic growth.

Each year, GlobalWIN hosts one international trip, which combines all silos of GlobalWIN programming. Our trip to London will bring together a group of bipartisan House staff that work on issues related to telecom, commerce, judiciary and innovation for three days of substantive programming. During our stay, our delegation will discuss important policy issues related to their field of work by participating in roundtables, expert panels, and meeting with Members of Parliament and their staff. Furthermore, GlobalWIN's House Staff Delegation will interact with companies at the forefront of innovation, female leaders of industry, and other senior executives. Throughout the trip, our Congressional staff delegates will connect with peers from across the aisle supporting GlobalWIN's mission to foster bipartisanship and cooperation, and provide an opportunity for personal network-building.

GlobalWIN is organizing and financially supporting/sponsoring this trip, including travel logistics, meetings, speakers, and panel discussions. GlobalWIN is the primary sponsor of this trip.

**Question 15b(2).** – As a hub for commerce, innovation, entrepreneurial activity, and interesting current political atmosphere, London was chosen as the location for GlobalWIN's 2019 international trip. Also, there is availability for a direct flight from Washington, D.C. Finally, GlobalWIN's relationship with the British Embassy in Washington, DC, has allowed for great programming and partnership opportunities.



# Global Women's Innovation Network

## GlobalWIN London House Staff Delegation Trip Itinerary \*

Departure from Dulles on Saturday Night, April 13 and Arrival Heathrow, Sunday, April 14—  
Departure from Heathrow and Arrival at Dulles on Wednesday, April 17, 2019

*\*Subject to change—as of February 18, 2019*

GlobalWIN is looking forward to our trip to London for two plus days of high-level meetings around Brexit, innovation, trade, and gender diversity. Our stay in London will foster GlobalWIN's international relationships and combine all tiers of our programming, specifically focusing on global thought leadership in the fields of innovation and technology a few weeks after the Brexit deadline on March 29, 2019.

### Saturday, April 13

10:15 PM Staff Delegation Departs Washington Dulles Airport (IAD) on United Flight 924  
1 Saarinen Cir, Dulles, VA

### Sunday, April 14

10:30 AM Staff Delegation Arrives in London Heathrow Airport  
Longford, Hounslow TW6, UK

*Travel time to the hotel—about 60 minutes.*

12:00 PM – 1:00 PM Hotel Check-In  
The Westbury Mayfair, 37 Conduit Street, London W1S 2YF

1:00 PM – 2:30 PM Trip Welcome and Lunch for Staff Delegation  
Remarks by GlobalWIN Executive Director and Co-Founder, Helen Milby  
Alyn Williams at The Westbury Mayfair

*Overview: After arriving in London, GlobalWIN Co-Founder & Executive Director Helen Milby, along with GlobalWIN Senior Associate Tizzy Brown, will lead a conversation over lunch outlining the trip's schedule and goals. Additionally, an introduction and overview to UK culture and proper business etiquette will be provided to the Congressional Staff Delegation.*

Helen Milby is the co-founder and executive director of GlobalWIN—the Global Women's Innovation Network. She is a native Washingtonian and has a Bachelor of Arts from Colby College. She built a solid record as a senior political and non-profit executive in Washington D.C.

3:00 PM – 4:00 PM Walking Tour of London

*Overview: After arriving in London, GlobalWIN staffers will be lead on an hour tour of London to get a firsthand sense of the history and layout of the city after a long travel day.*

4:00 PM – 4:45 PM      **Free Time**

4:45 PM – 5:45 PM      **Pre-Dinner Reception Featuring Susannah Goshko, Diplomat at National Security Directorate**  
The Balcony at Polo Restaurant

*Overview: During this event, the Congressional Staff Delegation will have the opportunity to hear from an accomplished leader who has worked in and outside of government. Susannah Goshko has more than a decade of experience working across the political spectrum in UK government, foreign governments, international institutions, US media and think tank community. She is currently a Diplomat at National Security Directorate, Foreign and Commonwealth Office.*

*Walk to Restaurant—10 minute walk*

6:00 PM – 8:00 PM      **Innovation in the United Kingdom: A Dinner and Discussion with Linda Griffin**  
34 Mayfair Restaurant  
34 Grosvenor Square  
London W1K 2HD

*Overview: During a widely attended Welcome Reception and Dinner, GlobalWIN will connect and engage with leaders in fields related to innovation. GlobalWIN Co-Founder and Executive Director, Helen Milby will provide welcome remarks and a brief overview to introduce GlobalWIN to our new British allies and friends in attendance. Keynote remarks at dinner will be provided by Linda Griffin, King and Co-Founder of the European Tech Alliance, with additional remarks from Elizabeth Crossick of RELX Group, to discuss the state of innovation in the UK, and how it compares with the EU and US. Issues covered will include, women working in tech, how to increase this number, and the impact of Brexit.*

*\*\*Dinner will be provided by GlobalWIN\*\**

*Walk to Hotel—10 minute walk*

RON                      **The Westbury Mayfair, 37 Conduit Street, London W1S 2YF**

**Monday, April 15**

7:30 AM – 8:15 AM      **Breakfast at Hotel**  
**The Westbury Mayfair, 37 Conduit Street, London W1S 2YF**

*30 minute drive to the US Embassy*

8:45 AM                      **Arrive at US Embassy in London (for security clearance)**  
33 Nine Elms Ln, London SW11 7US, UK  
**\*\*passport required for entry\*\***

9:00 AM – 11:00 AM      **U.S. Embassy Tour and Political Briefing**

*Overview: The goal of this briefing at the U.S. Embassy in London is to receive an update on Brexit from the US perspective, as well as perhaps glean additional information the US Embassy is receiving before our other meetings with those who are dealing with the post Brexit landscape and negotiations. Additionally, we will tour the new Embassy facility.*

*30 minute drive to the Royal Ocean Racing Club*

11:30 AM – 1:30 PM Discussion and Lunch with Nina Beebe, Access Partnership UK  
Royal Ocean Racing Club, 20 St James Place, St. James's, London SW1A 1NN

*Overview: This will be a meeting to meet Nina Beebe who leads Access Partnership's UK and Europe geographic practice, Nina develops and implements market access strategies, designs trade advocacy campaigns, and performs network due diligence for commercial, government and military clients across the region. These include global network operators, service providers, governments and military establishments, as well as international organisations.*

Nina joined Access Partnership after serving on a bilateral Joint Economic Commission of the United States Treasury. There, she was responsible for bilateral project negotiations, management planning, and program strategy in support of US and non-US government agencies. She previously managed bilateral research efforts on the West Bank, has worked in mission reporting at the International Monetary Fund, in financial publishing, and in political development research.

*20 minute walk or 15 minute drive*

2:00 PM — 3:30 PM Meeting with Antonia Romeo, Permanent Secretary at Department for International Trade  
3 Whitehall Pl, Westminster, London SW1A  
**\*\*passport required for entry\*\***

*Overview: GlobalWIN will discuss trade and US-UK trade relations at this high-level meeting.*

Antonia Romeo is Permanent Secretary of the Department for International Trade, which has responsibility for global trade promotion and finance, inward and outward investment, trade policy, and trade negotiation and market access arrangements with countries outside the EU. Prior to this, Antonia was Her Majesty's Consul General in New York and Director General Economic and Commercial Affairs USA, and Special Envoy to the US technology companies.

Antonia began her career in the private sector, at strategic consultancy firm Oliver Wyman. She joined the civil service in 2000 as an economist, and has held a number of senior positions including Director General Criminal Justice at the Ministry of Justice, and Director General Economic and Domestic Affairs at the Cabinet Office.

Antonia holds an MA (PPE) from Oxford University, an MSc (Economics) from the London School of Economics, and an Advanced Management Programme diploma from Columbia Business School.

*20 minute walk or 15 minute drive*

4:00 PM – 5:15 PM MEETING with Politico U.K. Editor Kate Day  
The Westbury Mayfair, 37 Conduit Street, London W1S 2YF

*Overview: This will be an important opportunity to hear from the London based journalists about the political and economic landscape in the UK—and the EU—following the Brexit March deadline, and a chance for the staffers to better understand the other diplomatic channels and efforts the unchartered path forward.*

Kate is Editor, U.K., overseeing POLITICO's U.K. operation. Her first job was as a reporter for the Los Altos Town Crier in Silicon Valley, an experience that also triggered her fascination with digital technology. She then worked for newspapers in India and Bangladesh before training at City University in London.

Prior to joining POLITICO in November 2015, Kate spent eight years at Telegraph Media Group in a variety of roles transforming products and teams to produce journalism for a more mobile, social and digitally interactive era. She

was The Telegraph's first Social Media Editor and most recently oversaw the organization's digital output and rapid audience growth as Director of Digital Content.

*20 minute walk or 15 minute drive to NBCUniversal International*

**6:00 PM – 8:00 PM**      **Reception and Dinner at NBCUniversal International Featuring Belinda Menendez, President NBCUniversal International Television Distribution & Universal Networks International**  
1 St Giles High Street, London WC2H 8NU

*\*\*Widely attended Reception and Dinner sponsored by GlobalWIN\*\**

**Overview:** GlobalWIN will partner with our allies in London for a Reception to connect with women in high-level positions in the private, public and academic fields. This will ensure we continue to promote the advancement of the professional and social interests of women in leadership positions across Europe. Belinda Menendez, President NBCUniversal International Television Distribution & Universal Networks International, will be a featured speaker. She has more than 20 years of experience in international television distribution, operations and management.

*20 minute walk or 15 minute drive back to Hotel*

**RON**                      **The Westbury Mayfair, 37 Conduit Street, London W1S 2YF**

**Tuesday, April 16**

**7:30 AM – 8:30 AM**      **Breakfast at Hotel**  
The Westbury Mayfair, 37 Conduit Street, London W1S 2YF

**8:45 AM**                      **Depart hotel for Westminster**

*30 minute walk*

**9:15 AM**                      **Arrive at Westminster**  
Portcullis House, 1 Parliament St, Westminster, London SW1A 2JR

**9:30 AM—11:00 AM**      **Gender Diversity and Workplace Safety: A Morning Tea and Discussion hosted by Diana Johnson, MP, and Member of the BAPG Executive Committee and other MPs like Maria Miller, Rushanara Ali, Dawn, Butler, Sarah Champion, Catherine West, Joanna Cherry, Angela Crawley, Chi Onwurah & Tulip Siddiq**  
Portcullis House, 1 Parliament St, Westminster, London SW1A 2JR

**Overview:** Over coffee and tea, GlobalWIN will meet with several female Members of Parliament to have a conversation around gender diversity and equality in the workplace. At this off-the-record setting, we hope to share information about this important Trans-Atlantic issue. In the UK, the trajectory of the #MeToo debate has differed from the US, with significant concern raised over reports of sexual assault and abuse of power within Parliament. The Women and Equalities Committee have launched an inquiry into sexual harassment of women and girls in public places. The MPs are particularly interested in hearing updates at the state and federal level on this issue.

*30 minute drive*

**11:30 AM—1:15 PM**      **Lunch and Tour of Rise London**  
Barclays Accelerator  
41 Luke Street

Shoreditch  
London, EC2A 4LB  
United Kingdom

**Overview:** The London accelerator provides a unique opportunity to help entrepreneurs get hands on the best advice, support and tools to build their FinTech businesses. The program runs for 13 intensive weeks, and the candidates work alongside each other to develop solutions, culminating in the Barclays Accelerator Demo Day, where companies pitch to top-tier investors from around the globe.

Unique to Barclays, the chosen few work full-time at [Rise London](#), Europe's largest workspace dedicated to FinTech. There they automatically get to be part of Rise's global community, gaining access to a variety of FinTech workshops and events, and [Barclays Eagle Labs' makers lab](#) where they can even build prototypes of your product.

30 min Drive

**1:45 PM—3:00 PM Meeting with Beatrice Kilroy-Nolan, Deputy Director & Trade Advisor, Prime Minister's Office  
10 Downing Street**

**Beatrice Kilroy-Nolan, Deputy Director & Trade Advisor, Prime Minister's Office**

Ms. Kilroy-Nolan is currently a trade advisor for Prime Minister Theresa May. With over six years of government experience, her previous positions include:

- Deputy Director, Trade Policy – Department for International Trade (2016)
- Deputy Director, EU Affairs – Cabinet Office (2016)
- Deputy Director, Steel Policy – Department for Business, Innovation and Skills (2015-2016)
- Advisor on Trade and International Policy, Department for Business, Innovation and Skills
- Deputy Director, Growth, Trade, Energy and Climate Change – Cabinet Office (2012-2013)

15 minute drive or 25 minute walk to Scotland House

**3:30 PM—4:30 PM Scotland House Briefing on Current Affairs  
58 Victoria Embankment, London, EC4Y 0DR**

**Overview:** *Scotland House London was created by four partners: the Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise, and VisitScotland. It was designed to promote Scotland's interests and celebrate and showcase Scotland's ambitious companies, world-class sectors, impressive research and innovation capabilities and great tourism offer.*

**4:30 PM—6:00 PM Widely Attended GlobalWIN Reception at Scotland House  
58 Victoria Embankment, London, EC4Y 0DR**

**Overview:** *GlobalWIN will host a networking to host an event in collaboration with the Scotch Whisky Association (SWA). Attendees to include old friends and new allies from the diplomatic community, relevant UK Civil Servants and influential stakeholders from the wider business sector.*

Martin Bell, Deputy Director of Trade at SWA, or another SWA executive will give an informative and thought provoking presentation, focused on recent and future trends of Scotch Whisky Exports before considering UK Trade Policy issues post-Brexit. A Q&A session followed, before attendees took the opportunity to network, build connections and share perspectives on current and future trade issues.

**6:00 PM – 7:15 PM Dinner en route to the Tower of London provided by GlobalWIN**

*30 minute walk*

7:30 PM – 10:15 PM      Tour of the Tower of London and Ceremony of the Keys  
St Katharine's & Wapping, London

**Overview:** This is a unique opportunity to witness and learn the amazing history of the nightly 'Ceremony of the Keys' ceremony, practiced for over 700 years, where the city of London is officially closed and secured for the evening.

**What is the Ceremony of the Keys?**

Footsteps echo in the darkness. The sentry cries out, 'Halt, who comes there?' The Yeoman Warder replies, 'The keys.' 'Whose keys?' 'Queen Elizabeth's keys.' 'Pass then, all's well.'

Aside from the monarch's name, this is the exact exchange that has been spoken for centuries and forms part of the traditional 'locking up' of the Tower of London.

Set amidst the mighty battlements of this ancient historic fortress, the Ceremony of the Keys is one of the oldest and most colourful surviving enactments of its kind. Although the monarch may no longer reside at the Tower, the Crown Jewels and many other invaluable objects still do, therefore its importance is still paramount today.

*30 min drive back to hotel*

RON                              The Westbury Mayfair, 37 Conduit Street, London W1S 2YF

**Wednesday, April 17**

8:00 AM                        Depart hotel for Heathrow

*60 plus minute drive*

10:00 AM                      Staff arrive at Heathrow

12:15 PM                      Depart for Washington, DC on United Airlines Flight #919

3:15 PM EST                 GlobalWIN Official Delegation arrives at Dulles International Airport  
Dulles Airport, 1 Saarinen Cir, Dulles, VA 20166