



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.

1. Name of Traveler: Katie Zenk
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: May 26, 2019 Return: June 1, 2019
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Mozambique 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 and Addendum B

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** the *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 statement is true by checking the box:

b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 JUN 14 PM 1:58
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: June 12, 2019

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: Collin C. Peterson Date: 6-14-19

Signature of Supervising Member: _____



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: Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
- Travel Destination(s): Mozambique
- Date of Departure: May 26, 2019 Date of Return: June 1, 2019
- Name(s) of Traveler(s): Katie Zenk

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	\$4,175.72	\$574.48	\$253.24	Interpreter: \$100.40 Security: \$800 Visa: \$220
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: June 12, 2019

Name: Rachel Hall Title: Director, Learning Tours

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

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

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

Telephone: 202-569-7027 Email: 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: Katherine Zenk
2. Sponsor(s) who will be paying for the trip: CARE
3. Travel Destination(s): Mozambique
4. a. Date of Departure: 5/26/19 Date of Return: 6/1/19
 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.**

Livestock and Foreign Agriculture Subcommittee Staff Director - the subcommittee has jurisdiction over USDA foreign

agriculture service programs and the Full Committee routinely reauthorizes food aid and development programming at USDA

and USAID.

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 Colleen C. Kelen Date 4/24/19



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) 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 family member of the House invitee(s)? Yes No
6. Date of Departure: May 26, 2019 Date of Return: June 1, 2019
7. a. City of departure: Washington, DC
b. Destination(s): Maputo, Mozambique
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
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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:
- 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. 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:
- Due to logistics and travel times to field site visits, a private charter plane has been chartered to minimize transfer times between sites and maximize time for programming in-country.
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): Meal costs will comply with the U.S. Government per diem rates of \$110/day in Maputo and \$114/day outside of Maputo
- 2) Provide the reason for selecting the location of the event or trip: The U.S. Government is an important development partner in Mozambique working to support ag R&D and food and nutrition security in the country.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Polana Serena Hotel City: Maputo Cost Per Night: \$220
Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel Name: Grand Plaza Hotel City: Nampula Cost Per Night: \$189
Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel Name: Feitoria Boutique Hotel City: Iha de Mozambique Cost Per Night: \$189
Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
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:*



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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	\$4,287.72	\$818.00	\$562.00
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	\$1,111.71	Interpreter, security, insurance and visa
For each Accompanying Family Member		

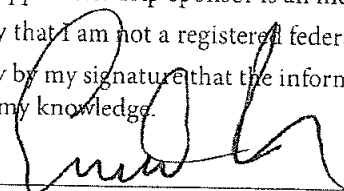
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: May 17, 2019

Name: Eric Johnson

Title: Secretary and General Counsel

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

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

Telephone: 404-979-9410

Email: Eric.Johnson@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, D.C. 20515

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


U.S. House of Representatives
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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

1. I certify that (name of your organization): Bill & Melinda Gates Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: Cooperative for Assistance and 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: Kim Webber Title: Associate Program Officer

Organization: The Bill & Melinda Gates Foundation

Address: 1300 I Street NW, Washington, DC, 20005

Telephone number: 1.202.662.8195 Email: Kimberly.Webber@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)

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

May 22, 2019

Ms. Katherine Zenk
Committee on Agriculture
1301 Longworth House Office Building
Washington, DC 20515

Dear Ms. Zenk:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Mozambique,¹ scheduled for May 26 to June 1, 2019, sponsored by Cooperative for Assistance and Relief Everywhere, Inc., with financial support from Bill & 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 and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ 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. 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 blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant
Ranking Member

TED/KM:re

Addendum A:

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

We invited Congressional Staff who work on issues related to agriculture, appropriations and foreign affairs. Given their roles and committee assignments, the delegates will have an opportunity to explore programming supported by U.S. foreign assistance and interventions related to agricultural research and development, food and nutrition security and connecting smallholder farmers to local and international markets, which are central themes on this trip.

Invited House Congressional Staffers

- Joan Condon, Senior Professional Staff Member, House Committee on Foreign Affairs
- Anna Knight, Policy Analyst, House Committee on Foreign Affairs
- Martha Foley, Staff Director, Democratic, House Agriculture Committee
- Erin Kolodjeski, Staff Assistant, House Subcommittee on Agriculture, Rural Development, Food and Drug Administration and Related Agencies
- Katie Zenk, Subcommittee Staff Director/Economist, House Subcommittee on Livestock and Foreign Agriculture
- Janette Yarwood, Staff Director, House Subcommittee on Africa, Global Health, Global Human Rights, and International Organizations
- Trevor Reuschel, Deputy Chief of Staff/Legislative Director, Rep. Cheri Bustos
- Jake Johnsen, Legislative Director / Defense Policy Adviser, Rep. Hal Rodgers
- Alan Feyerherm, Deputy Chief of Staff/Legislative Director, Rep. Jeff Fortenberry
- David Allen, Legislative Director, Rep. Martha Roby
- Jimmy Walsh, Legislative Director, Rep. Ted Yoho
- Mark Dawson, Legislative Director, Rep. Robert Aderholt
- Maryam Janani, Legislative Director, Rep. Abigail Spanberger
- Kelliann Blazek, Counsel, Rep. Chellie Pingree
- Adam Durand, Deputy Chief of Staff/Legislative Director, Rep. Collin Peterson
- Sean Maxwell, Legislative Director, Rep. David Price
- Helen Beaudreau, Legislative Director, Rep. Grace Meng
- Joe Dunn, Chief of Staff, Rep. Jahana Hayes
- Cindy Buhl, Legislative Director, Rep. Jim McGovern
- Matt Russell, Legislative Director, Rep. Mike Conaway
- Matt Blackwell, Legislative Director, Rep. Neal Dunn
- Chrissi Lee, Legislative Director/Defense Policy Adviser, Rep. Vicky Hartzler

Addendum B:

Cities of Departure:

Sunday, May 26, 2019:

11:00am – Depart Washington, DC (ET # 501)

Monday, May 27, 2019:

7:15am – Arrive Addis Ababa, Ethiopia

8:55am – Depart Addis Ababa, Ethiopia (ET 819)

1:25pm – Arrive Maputo, Mozambique

Wednesday, May 29, 2019:

9:00am – Depart Maputo, Mozambique (charter flight)

11:30am – Land in Nampula, Mozambique

Friday, May 31, 2019:

4:40pm – Depart Nampula, Mozambique (KQ #756)

7:55pm – Arrive Nairobi, Kenya

10:55pm – Depart Nairobi, Kenya (KQ #2)

Saturday, June 1, 2019

6:55am – Arrive in New York

11:48am – Depart New York (AA #4455)

1:04pm – Arrive in Washington, DC

ADDENDUM B

There are some slight variances in the agenda as detailed below:

- On May 28th, the meeting with the Ministry of Agriculture was unfortunately denied given the minister was out of the country on official travel during the scheduled trip dates.
- On May 30th, the cultural activity on Ilha de Mozambique was changed to be a boat tour of the island giving operational hours of the museum.
- On May 31st, the roundtable discussion with Aflatoxin researchers, farmers and industry buyers was switched to be a lunch and the tour of the cashew processing factory was moved to be a morning tour in order to better accommodate the cashew workers' work schedule and availability.

Note: The above minor adjustments to the schedule did not impact the hours or content of programming each day. Also note, individual staffer flight costs varied due to the time of purchase of each individual ticket and due to slight fare fluctuations from the airline at the time of purchase.

AGENDA: CARE Learning Tour to Mozambique, May 26 – June 1, 2019

Sunday, May 26

Travel Day

11:00am Depart U.S. for Maputo, Mozambique (Ethiopian Airlines #501)

Monday, May 27

Travel Day – Maputo, Mozambique

1:25pm Delegation arrives in Maputo, Mozambique

2:15-2:45pm Transfer to hotel

2:45-6:00pm Check-in/unpacking/downtime

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 Dinner Briefing with INGO experts from CARE, FAO and the International Potato Center to gain social, political and historical context for agriculture research and development, food and nutrition security, and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Tuesday, May 28

Maputo, Mozambique

Breakfast on own

9:00-9:30am Transfer to site visit 1

9:30-10:45am Site Visit 1: Tour International Potato Center research and development lab to learn about efforts to develop better quality, drought-resistant sweetpotato seed varieties

10:45-11:15am Transfer to lunch

11:15-12:45pm Lunch Briefing with U.S. Government, which will include a discussion from panelists from USAID and the U.S. State Department, who will discuss USG investments and priorities for food and nutrition security in Mozambique

12:45-1:45pm Transfer to site visit 2

1:45-3:45pm Site Visit 2: Visit Umbeluzzi Center and Farm Trials to follow the research from the International Potato Center to demonstration plots, to understand how research, innovations, and improved inputs reach smallholder farmers

3:45-5:00pm Transfer to hotel

5:00-6:15pm Downtime/shower time

- 6:15-6:30pm Transfer to reception
- 6:30-8:00pm Reception with U.S. Ambassador, local government and NGO leaders to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security and agriculture research and development in Mozambique

Overnight: Hotel Polana – Maputo, Mozambique

Wednesday, May 29

Nampula Province, Mozambique

Breakfast on own

- 8:00-9:00am Transfer to airport
- 9:00-11:30am Plane briefing on resiliency to climate shocks and change and their impact on the agricultural sector and food security in Mozambique
Note: Transfer to Nampula. Lunch on charter plane
- 11:30-1:00pm Transfer to site visit 1
- 1:00-2:30pm Site Visit 1: Mozambique Improved Seeds for Better Agriculture (SEMEAR) project to visit a farmer field school and meet with women farmers who are testing the success and viability of different staple and cash crop varieties, including cow peas and sesame seed varieties
- 2:30-3:00pm Transfer to site visit 2
- 3:00-4:30pm Site Visit 2: Viable Sweet Potato for Africa (VISTA) program to meet with women smallholder farmers and participate in a cooking demonstration using local crops and staple foods to help address issues of chronic malnutrition in children and households in northern Mozambique
- 4:30-6:00pm Transfer to Ilha de Mozambique
- 6:00-7:00pm Downtime/Check-in time
- 7:00-8:30pm Debrief dinner to debrief and reflect on the SEMEAR and VISTA projects seen during the day. Discussion will involve what struck the delegation most at each site related to development challenges and success in Mozambique. The group will also hear from CARE technical experts on the impact of climate shocks to smallholder farmers, including Cyclones Kenneth and Idai, and receive an overview of CARE's response efforts in the Beira corridor to address the immediate needs of women, children and families, as well as address acute food insecurity in cyclone-affected areas

Overnight: Feitoria – Ilha de Mozambique, Mozambique

Thursday, May 30

Nampula Province, Mozambique

Breakfast on own

- 9:00-10:30am Historical Boat Tour of Ilha Mozambique: to understand the importance of of Ilha as the former capital of Mozambique and as a major trading post for the Nampula province for centuries.
- 10:30-11:15am Transfer to site visit 1
- 11:15-12:30pm Site Visit 1: Visit Village Savings & Loan Association to learn about the income generating activities helping to support community members, particularly women producers, with supplemental income and support for their small businesses
- 12:30-1:30pm Transfer to site visit 2
Lunch provided on vehicles
- 1:30-4:00pm Site Visit 2: Tour Banana Grants Facility supported by USDA investments to learn about research efforts and management techniques being developed and adopted to contain the spread of the Panama disease and introduce disease resilient plant varieties
- 4:00-5:45pm Transfer to hotel
- 5:45-7:00pm Downtime/shower time
- 7:00-8:30pm Closing Dinner to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security and agriculture research and development

Overnight: Grand Plaza Hotel – Nampula, Mozambique

Friday, May 31

Nampula Province – Travel Day, Mozambique

Breakfast on own

- 9:30-10:00am Transfer to site visit 1
- 10:00-11:15am Tour Cashew Factory to explore how stallholder farmers are being linked larger markets through the cashew production and processing industry, and tour the factory to understand how raw cashew materials are processed and prepared for international export, and hear about how the Feed the Future INOVA program is empowering smallholder farmers to increase the both the quality and the yield of their cashews
- 11:15-11:45am Transfer to hotel
- 12:00-1:30pm Lunch Roundtable with Aflotoxin researchers, farmers, and industry buyers to learn about the importance of connecting research, to producers, to other

industry stakeholders to improve the agricultural supply chain and strengthen local and international markets

1:30-3:00pm

Final packing time

3:00-3:15pm

Transfer to airport

4:40pm

Delegation departs for home (Kenya Airlines flight #3)

Saturday, June 1

Travel Day

1:04pm

Delegation lands in DC (AA #4445)



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

April 15, 2019

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

RE: CARE Learning Tour to Mozambique (May 26-June 1, 2019)

To Whom It May Concern:

Over the past ten 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 Mozambique, which will include members and Congressional staff of the 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,

A handwritten signature in black ink that reads "Rachel I. Hall".

Rachel Hall
Director, Learning Tours
CARE

CARE and CARE Action Now Structure Explained

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides periodic funding to CARE Action Now using a written grant mechanism 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 provides to CARE its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES foundation

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April 15, 2019

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 May 26, 2019. 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 kim.webber@gatesfoundation.org or 1.202.662.8195.

Sincerely,



Kim Webber
Program Officer
Bill & Melinda Gates Foundation