



# 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: Todd L. Stein
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: August 30, 2019 Return: September 6, 2019  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, DC Destination: Tel Aviv Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: J Street Education Fund (JSEF)
6. Describe Meetings and Events Attended: Met with Israeli and Palestinian government officials, civil society groups a NGOs to discuss the Israeli-Palestinian conflict and to learn about the situation on the ground.
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 SEP 23 PM 3:07

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

Signature of Traveler: Todd L. Stein Date: 9-20-19

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: CHEMIE PINGREE Date: 9-20-19

Signature of Supervising Member: [Signature]



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.**

1. Sponsor(s) who paid for the trip: J Street Education Fund

2. Travel Destination(s): Tel Aviv and Jerusalem

3. Date of Departure: August 30, 2019 Date of Return: September 6, 2019

4. Name(s) of Traveler(s): Please see attached

*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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	1,581.84	1,1841	799.37	Please see attached
Accompanying Family Member	n/a	n/a	n/a	n/a

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box:

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

Signature: [Signature] Date: 9/19/2019

Name: Jessica Smith Title: COO

Organization: J Street Education Fund

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

Address: PO Box 66073 Washington DC, 20035

Telephone: 202.448.1607 Email: madeleine@jstreet.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: Todd L. Stein
2. Sponsor(s) who will be paying for the trip: J Street Education Fund and Leonard Hill Charitable Trust
3. City and State OR Foreign Country of Travel: Israel
4. a. Date of Departure: August 30, 2019 Date of Return: September 6, 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 Senior Policy Advisor, I advise the Congresswoman on foreign affairs and defense matters. This trip will expand my knowledge of Israeli-Palestinian issues which are the focus of legislation before the House,  
as well as matters before the House Appropriations Committee, on which she serves.
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  Date 7/26/19



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: J Street Education Fund
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: Leonard Hill Charitable Trust
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
Please see attached
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: August 30, 2019 Date of Return: September 6, 2019
7. a. City of departure: Washington, DC  
b. Destination(s): Tel Aviv, Israel  
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:
- JSEF is a non-profit organization that works to promote a nuanced understanding of the Israeli-Palestinian conflict. JSEF alone has planned the trip, chosen the attendees and shaped the itinerary. The Len Hill Charitable Trust is a non-profit foundation that supports educational organizations but has not been involved in the planning of this trip.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
- \_\_\_\_\_
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): \_\_\_\_\_  
\$100 +
- 2) Provide the reason for selecting the location of the event or trip: We chose to visit Israel and the West Bank as it is important to see first-hand the complex issues related to the conflict.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Drisco Hotel City: Tel Aviv Cost Per Night: \$270  
Reason(s) for Selecting: This hotel is a popular choice due to proximity, security and comfort.
- Hotel Name: Ambassador Hotel City: Jerusalem Cost Per Night: \$184  
Reason(s) for Selecting: This hotel is a popular choice due to proximity, security and comfort.
- 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	\$1800	\$1200	\$700
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	Attached	Attached.
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: *JSA* Date: July 19, 2019

Name: Jessica Smith

Title: Exec COO

Organization: J Street Education Fund

Address: P.O. Box 66073, Washington DC, 20035

Telephone: 202.448.1607

Email: madeleine@jstreet.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): Leonard Hill Charitable Trust  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  Yes  No
2. Name of Primary Trip Sponsor: J Street Education Fund, Inc.
3. I certify that my organization (check and 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 only 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:  Date: 7/26/19

Name: Gabriel Rose Title: Philanthropic Adviser

Organization: Len Hill Charitable Trust

Address: 400 S Beverly Dr, # 420 Beverly Hills, CA 90212

Telephone: 310-314-8393 Email: gabe@fundamental-inc.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

August 23, 2019

Mr. Todd Stein  
Office of the Honorable Chellie Pingree  
2162 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Stein:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Israel,<sup>1</sup> scheduled for August 30 to September 6, 2019, sponsored by J Street Education Fund, with financial support from the Leonard Hill Charitable Trust.

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.

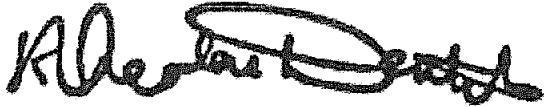
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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. 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,



Theodore E. Deutch  
Chairman



Kenny Marchant  
Ranking Member

TED/KM:adw



**The Len Hill Education Program**

**Congressional Staff Delegation to Israel and the  
Palestinian Territory**

*Dedicated to providing American policy makers and opinion  
leaders with balanced information that lays the groundwork for  
pursuing Israeli- Palestinian peace through diplomacy*

**August 30 – September 6, 2019**

**MISSION GOALS:** *The aim of the mission is to explore the current state of affairs and facts on the ground in the region, while gaining increased understanding of the challenges and the opportunities in both Israeli and Palestinian politics today. The delegation will be particularly focused on the role of U.S. policy and the options for American assistance in moving toward peaceful resolution of long-running conflicts in the region.*

**ITINERARY**

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**FRIDAY, AUGUST 30: TRAVEL**

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**10:30 PM**                      **United Flight 72 Leaves from IAD**

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**SATURDAY, AUGUST 31: WELCOME**

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**4:30 PM**                      **Arrive at Ben Gurion Airport, Tel Aviv**

**5:45 PM**                      **Drive to The Drisco Hotel**

**6:15 PM**                      **Check-in and freshen up for dinner**

**\*\*\*DRESS CODE: BUSINESS CASUAL**

**7:15 PM**                      **Meet in hotel lobby to depart for dinner (walking)**

**7:30 – 9:30 PM**              **Welcome Dinner & Discussion: Israeli Political Analysis**  
*The delegation's leaders will meet and introduce themselves, share their personal narratives and previous experiences relating to the Palestinian-Israeli conflict, and outline their expectations for the week ahead. We will also engage in a discussion regarding current events in Israel, with a specific focus on the upcoming elections, and how internal political developments impact Israel's foreign policy decisions.*

**Speakers:**

Barak Ravid, Senior Diplomatic correspondent, Channel 13 News

Tal Shalev, Political correspondent, Walla News

**Location:** Beit Kandinoff, 14 HaTsorfim St., Tel Aviv-Yafo

**Hotel:** *The Drisco Hotel* | 6 Auerbach St., Tel Aviv-Yafo | +972-3-741-0000

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**SUNDAY, SEPTEMBER 1: ISRAEL – HISTORICAL NARRATIVE AND SECURITY CHALLENGES**

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**\*\*\*DRESS CODE: BUSINESS CASUAL**

7:00 – 8:30 AM Buffet breakfast served at hotel

**8:30 AM Meet in hotel lobby to depart (by bus)**

**9:00 – 10:30 AM Seminar: Israeli-Palestinian Conflict 101 (Part 1)**  
*This session will serve as an orientation, with the goal of framing the week ahead in light of the history, geography and political dynamics in the region.*

**Speaker:** Col. (ret.) Shaul Arieli

**Location:** J Street Israel Offices, 8 Levontin St., Tel Aviv

10:30 – 10:45 AM Coffee break

**10:45 - 12:15 PM Seminar: Two-State Solution? Where do we go from here?**  
*This session will serve to layout Israeli strategic interests in promoting the two-state solution given the geo-strategic developments and the emerging regional reality, as well as the ramifications of West Bank annexation. We will also look at the steps that can be taken to promote the two-state solution in the current political environment.*

**Speaker:** Col. (ret.) Shaul Arieli

**Location:** J Street Israel Offices, 8 Levontin St., Tel Aviv

12:15 PM Walk to lunch

**12:30 – 2:15 PM Lunch discussion – A Progressive Vision for Israel**  
*The modern State of Israel was born in 1948, based on an idea of reclaiming Jewish history and the Jewish people's right to self-determination. At lunch, we hear from MK Tamar Zandberg and Uri Zaki regarding the founding visions of Zionism, reflect upon where we are today, and hear about a progressive vision for the future of the State of Israel.*

**Speakers:**

MK Tamar Zandberg, Meretz

Uri Zaki, Founder, The Front

2:15 – 5:00 PM **Location:** Goshen, 30 Nachalat Binyamin, Tel Aviv  
Executive Time

**5:00 – 6:30 PM Israeli Politics and Public Opinion 101**

*This session will serve as an orientation to Israeli society, public opinion, and the political system.*

**Speakers:**

Yael Patir, J Street Israel Director  
Dr. Dahlia Scheindlin, public opinion expert and journalist

**Location:** J Street Israel Offices, 8 Levontin St., Tel Aviv

**7:00 - 9:00 PM**

**Dinner with Young Israeli Social Entrepreneurs**

*At dinner, we will hear from a cadre of young Israeli leaders and social entrepreneurs working on social change in Israeli society and Jewish-Arab political and social alliances.*

**Speakers:**

Mickey Gitzin, Israel Director, New Israel Fund  
Fida Nara, Co-Director, Mahapach-Taghir  
Michal Gera-Margaliot, Managing Director, Israel Women's Network

**Location:** George and John Restaurant, The Drisco Hotel

**Hotel:** *The Drisco Hotel | 6 Auerbach St., Tel Aviv-Yafo | +972-3-741-0000*

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**MONDAY, SEPTEMBER 2: JERUSALEM**

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***\*Logistical note: We will be checking out of the hotel today. Before we meet, please (1) bring your luggage to the lobby to be loaded to the bus; (2) settle any additional items charged to your room at the reception and (3) bring your passports with you.***

**\*\*\*DRESS CODE: CASUAL AND MODEST ATTIRE**

**7:00 – 8:00 AM** Buffet breakfast served at hotel

**7:45 – 8:00 AM** Load luggage onto the bus

**8:00 - 9:45 AM** Drive to Jerusalem – Briefing on the bus: Introduction to Jerusalem

**Speaker:** Eran Tzidkiyahu, Geopolitical guide and researcher

**9:45 – 11:30 AM** East Jerusalem Geopolitical tour

*On this tour, we will visit the Old City of Jerusalem as well as areas of contention in East Jerusalem and evaluate the developments in Jerusalem and their impact on a potential solution for the core issue of Jerusalem.*

**Guide:** Eran Tzidkiyahu, Geopolitical guide and researcher

**11:45 - 12:45 PM** Briefing on the Changing Character of East Jerusalem

*This briefing will present the current reality of living in East Jerusalem for Palestine Refugees, including what impact the*

*Barrier and settlement expansion has on the lives and livelihood of its residents.*

**Speaker:**

Gwyn Lewis, Director, UNRWA West Bank

**Location:** UNRWA West Bank Field Office

12:45 - 1:15 PM Travel to Shu'fat Refugee Camp

**1:15 - 2:15 PM Lunch hosted by Shu'fat Women's Center**

*The Shu'fat Women's Centre provides a safe environment within the Camp where women can meet to share experiences of life in the camp, discuss challenges, and participate in activities. In this session, we will learn more about daily life in Shu'fat Camp from members of the local community (including the Youth and Women's center).*

**2:15 - 4:20 PM Tour of Shu'fat Camp & UNRWA protection Briefing**

*Shu'fat Camp became a part of Jerusalem municipality after the 1967 war when Israel annexed East Jerusalem. In 2003, Israel began the construction of the West Bank Barrier in East Jerusalem, routing it so that Shu'fat camp and surrounding areas ended up on the West Bank side of the Barrier. Because of its position between Israeli defined Jerusalem Municipal boundary lines and the wall, Shu'fat Camp has many unique and severe challenges. On the protection side, concerns in Shu'fat Camp particularly are around the use of force and child detention by the Israeli Security Forces during operations. On this tour, we will learn about the daily life in Shu'fat Camp from members of the local community and UNRWA staff.*

**Lead:** Thaer Jalloud, UNRWA Chief Area Officer

**4:45 - 5:45 PM Optional: Visit at Augusta Victoria Hospital**

*Learn about the impact of the U.S. decision to cut the \$20 million transferred by the U.S. government through USAID to hospitals in East Jerusalem. Many of these hospitals have been struggling with a continued economic crisis for many years.*

**Speaker:** Walid Nammour, CEO, Augusta Victoria Hospital

5:00 - 7:30 PM Check-in and freshen up for dinner

**\*\*\*DRESS CODE: BUSINESS CASUAL**

**7:30 - 9:15 PM Dinner and Policy Discussion on Jerusalem**

*At dinner, we will discuss the impact of current and potential future US policy on Jerusalem, policy proposals, and an analysis of the positions of the city's stakeholders.*

**Speakers:**

Daniel Seidemann, Founder, Terrestrial Jerusalem  
Enas al-Muthaffar, Communications Advisor, PLO Negotiations  
Affairs Department

**Location:** Ambassador Hotel

**Hotel:** *Ambassador Hotel / Nablus Road 5, Jerusalem, +972-2-541-2222*

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**TUESDAY, SEPTEMBER 3: GAZA AND GAZA PERIMETER**

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**\*\*\*DRESS CODE: BUSINESS CASUAL**

7:00 – 8:30 AM Buffet breakfast served at the hotel

8:30 – 9:30 AM **Security Briefing by Lt. Col. Richard Hecht, Head of Israeli  
Air Force International Affairs Branch**

**Location:** Ambassador Hotel, Meeting Hall B

9:30 – 11:00 AM **Drive down south: UNRWA Legal Affairs Briefing**

**Speaker:** Elizabeth Campbell, Director, UNRWA Washington  
Representative Office

**11:15 AM – 2:15 PM UNRWA Gaza Briefing (including lunch)**

*In this briefing, we will meet with the director of UNRWA's operations in Gaza who will brief us on the conditions on the ground and the challenges UNRWA faces. We will also meet have the opportunity to learn more about life in Gaza and the healthcare needs, education, and protection situation of the population.*

**Speakers:**

Matthias Schmale, Director of UNRWA Operations in Gaza  
Sharhabeel Al Zaeem, Founder and Senior Partner, Al Zaeem  
Associates  
Dr. Ghada Al Jadba, Chief, UNRWA Health Programme in the  
Gaza Strip  
Amal Abu Shawareb, Child Protection Specialist, UNRWA  
Heba Mohamed Abu Rahman, School Principal, Beit Hanoun  
Preparatory Girls' School  
Suzan Musbah Musleh, English teacher, Zaitun Preparatory  
Girls' School

**Location:** Kibbutz Zikim

- 2:15 PM Drive to Netiv Ha'asara
- 2:30 - 3:45 PM Meeting with Resident at Moshav Netiv Ha'asara**  
*Meeting with residents on an Israeli moshav on the Gaza border, we will learn about daily life in the Gaza perimeter and discuss the effects of the ongoing rocket fire as well as the recent "fire-kites" from Gaza.*
- Speaker:** Roni Keidar, Netiv Ha'asara Resident
- 3:45 – 5:15 PM Drive to Jerusalem
- 5:30 – 6:30 PM Meeting with the Israel Ministry of Foreign Affairs**  
*In this meeting, we will discuss Israel's foreign policy priorities and the relationship the MFA has with US Congress. Participants will also have the opportunity to ask questions about top-line foreign policy issues.*
- Speaker:** Ambassador David Roet, Head of Bureau for North America Affairs
- Location:** Ministry of Foreign Affairs
- 6:30 PM Drive to dinner**
- 7:00 – 9:00 PM Dinner with Israeli and Palestinian Peace and Human Rights Activists**  
*At dinner, we will be joined by Israeli and Palestinian Peace and Human Rights leaders who will provide us with insights into the work they are doing to advance people-to-people cooperation and the protection of human rights for those affected by the ongoing Israeli-Palestinian conflict.*
- Guest Speakers:**  
 Sarit Michaeli, International Advocacy Officer, B'Tselem  
 Bassam Aramin, International Spokesperson, Parents Circle - Bereaved Families Forum  
 Robi Damelin, International Spokesperson, Parents Circle - Bereaved Families Forum  
 Huda Abuarqoub, Regional Director, ALLMEP
- Location:** Olive and Fish, 2 Jabotinsky St, Jerusalem

**Hotel:** *Ambassador Hotel | Nablus Road 5, Jerusalem, +972-2-541-2222*

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**WEDNESDAY, SEPTEMBER 4: SOUTHERN WEST BANK**

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**\*\*\*DRESS CODE: CASUAL AND MODEST ATTIRE**

- 7:00 – 8:00 AM Buffet breakfast served at hotel
- 8:00 - 8:40 AM Drive to Dheisheh – Introduction en route**  
*Introduction to the days programming, focused on the work of UNRWA WB's Protection and Neutrality team.*
- Speaker:** Allegra Pacheco, Senior Team Leader, UNRWA WB Protection and Neutrality team
- 8:40 - 11:15 AM Tour of Dheisheh Refugee Camp**  
*During our visit at Dheishe, we will meet with the Chief Area Officer for the South West Bank to learn more about UNRWA's work in Bethlehem and the surrounding areas. We will also gain a deeper understanding of the protections concerns that have become increasingly acute in Dheishe camp, largely as a consequence of Israeli Security Forces search and arrest operations. We will visit the health center and meet with representatives of the Dheisheh Girls' School student government to learn more about what their life is like as students living in Dheishe refugee camp.*
- Speakers:**  
Amjad Abu-Laban, Chief Area Officer for the South  
Allegra Pacheco, Team Leader Protection and Neutrality
- 11:15 – 11:45 AM Travel to Arroub Camp**
- 11:45 – 2:00 PM Visit and Lunch at Arroub Refugee Camp**  
*We will have the chance to learn about the work of UNRWA's Crisis Intervention Unit, with a focus on the reintegration of detained minors into school. This visit will also include a discussion with staff and students from the Boys' School.*
- 2:15 – 3:15 PM Drive to Jerusalem – Introduction to Settlement Enterprise en route**  
*On the drive back to Jerusalem, we will learn about the history of the settlement enterprise and learn about the evolution of Israeli policy vis-a-vis settlements.*
- Speaker:** Yehuda Shaul
- 3:15 – 5:00 PM Discussion & Analysis of Israeli Military Action in the West Bank and Gaza**
- Speaker:** Yehuda Shaul
- 5:00 – 6:30 PM**  
**Location:** Ambassador Hotel, Meeting Hall B  
Executive Time



**\*\*\*DRESS CODE: BUSINESS CASUAL**

**6:30 – 7:30 PM Meeting with Ambassador Col. (res.) Dr. Eran Lerman, Vice President of the Jerusalem Institute for Strategy and Security**

**Location:** American Colony Hotel

**7:45 – 9:30 PM Dinner Discussion: Constructive US Foreign Policy on Israel/Palestine**

*At this dinner, we will be joined by both policy experts to have an in-depth conversation about ways the United States can play a constructive role in the region.*

**Speakers:**

Dr. Nimrod Goren, Founder and Head, Mitvim - The Israeli Institute for Regional Foreign Policies

Celine Touboul, Deputy Director, Economic Cooperation Foundation

Thomas Dallal, Director, AIDA

**Location:** American Colony Hotel

**Hotel: Ambassador Hotel | Nablus Road 5, Jerusalem, +972-2-541-2222**

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**THURSDAY, SEPTEMBER 5: SETTLEMENTS & PALESTINIAN POLICY AND POLITICS**

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**\*Logistical note: We will be checking out of the hotel today – all rooms have late checkout until 5:30 PM.**

**\*\*\*DRESS CODE: BUSINESS**

**7:00 – 8:30 AM** Buffet breakfast served at hotel

**8:30 – 11:30 AM Settlement Watch Tour en route to Ramallah**

*On the ground visit to settlements and the security barrier; understanding the history of the settlement enterprise, current developments on the ground, and implications, as well as Israel's security concerns, the legal and international ramifications of settlement expansion.*

**Guide:** Hagit Ofran, Settlement Watch Director, Peace Now

**12:00 – 1:45 PM Lunch with Palestinian Business Leaders and Young Politicians**

**Speakers:**

Bashar Azzeh, Special Advisor to PLO Executive Committee  
Raya Sbitany, Chief Business Development & Financial Inclusion Officer, Bank of Palestine

**Location:** Millennium Hotel, Ramallah

**2:00 – 3:00 PM Meeting with Dr. Saeb Erekat, PLO Chief Negotiator**

*We will discuss the current state of affairs in Palestine and the PLO's political interests and positions with regard to negotiations and the diplomatic resolution of the conflict.*

**Location:** Millennium Hotel, Ramallah

3:00 - 4:00 PM Drive to Jerusalem

4:00 – 5:15 PM **Executive time and check out**

5:15 PM **Depart hotel final session and farewell dinner**

**\*\*\*DRESS CODE: BUSINESS CASUAL**

5:30 – 6:45 PM **Discussion: Promoting the Two-State Solution: Role of the US and International actors in the Region**

**Speakers:**

Jamie McGoldrick, Deputy Special Coordinator for the Middle East Peace Process, UNSCO  
Amb. Hind Houry, Former Ambassador of Palestine in France and Former Minister on Jerusalem Affairs  
Amb. Ilan Baruch, Chairperson, Policy Working Group

7:00 – 8:30 PM **Farewell Dinner**

*Each participant will have the opportunity to share their takeaways from their experiences over the past week and discuss how this will impact their work in the United States. We will review potential opportunities for action that support a diplomatic and peaceful resolution to the Israeli-Palestinian conflict.*

**Location:** Piccolino, 12 Yoel Moshe Salomon St., Jerusalem

8:30 PM **Drive to Ben Gurion Airport**

*September 6<sup>th</sup> at 12:20 AM - Flight departs to US; lands in Dulles at 5:50 AM*

## Stein, Todd

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**From:** Madeleine Cereghino <madeleine@jstreet.org>  
**Sent:** Monday, July 1, 2019 7:38 PM  
**To:** Stein, Todd  
**Subject:** August 30th - September 6th J Street Education Fund Staff Delegation Invitation

Dear Todd,

I hope you're well. I am writing to invite you to join us on our next Congressional Staff Delegation to Israel and the West Bank from August 30th through September 6th. This trip will provide the opportunity to explore issues related to the Israeli-Palestinian conflict and we will also be spending time delving into the role UNRWA plays in the region.

Please let me know no later than July 12th if you would like to join us. Space on this trip is limited and we will be accepting participants on a first-come, first-served basis.

The full invitation is copied below. Please let me know if you have any questions.

Best,  
Madeleine Cereghino

—  
Madeleine Cereghino  
Senior Congressional Liaison, J Street  
tele. 202.448.1607 | madeleine@jstreet.org  
Find J Street: Website | Facebook | Twitter



July 1, 2019

Todd Stein  
Office of Representative Pingree

Dear Todd,

We are pleased to invite you to join a delegation of congressional staffers for an educational trip to Israel and the West Bank sponsored by the J Street Education Fund (JSEF). This trip, which will be on the ground in Israel for six days, will depart on Friday, August 30 and return on Friday, September 6.

Through this trip, JSEF's Len Hill Education Program hopes to provide an opportunity for congressional staffers to achieve a more nuanced understanding of the Israeli-Palestinian conflict, with a particular focus on the role of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA). This year, the issue of UNRWA has been front and center given the Administration's decision to cut funding and this trip will be an opportunity to explore the role that UNRWA plays in the region. The trip will enhance your knowledge of the region and the dynamics behind one of the most vexing foreign policy challenges facing the United States. In addition to:

- Meetings with leading Israeli and Palestinian non-governmental voices;
- Tours of refugee camps in the West Bank and East Jerusalem;
- Visits to Israel's Gaza border and to Ramallah, in the West Bank;
- Discussion with UNRWA officials near the Gaza border;
- A visit to historic sites including Jerusalem's Old City;
- A tour of East Jerusalem and meetings with civil society actors.

This delegation enables congressional staffers to have a one-of-a-kind experience providing a unique perspective on what is at stake in the region and how American leadership can help bring about peace.

All trip related expenses will be paid for by JSEF in compliance with the House Committee on Ethics rules. At least 30 days prior to departure, participants are responsible for submitting the "Primary Trip Sponsor Form," filled out by JSEF, as well as the "Traveler Form." If you have any questions about the rules, please contact the House Committee on Ethics. Prior to the trip, JSEF will conduct a briefing to provide background information and logistics in preparation for your visit.

I hope that you will be able to join us on in this important, thought-provoking and educational trip. If you have any questions, please contact Madeleine Cereghino at (202) 448-1607, or at [madeleine@jstreet.org](mailto:madeleine@jstreet.org), at any time to discuss the details of the sponsored trip and our organization.

Sincerely,

Jeremy Ben-Ami President  
J Street Education Fund

*The J Street Education Fund (JSEF) is a 501(c)(3) not-for-profit organization that does not hire or retain registered lobbyists. JSEF is a member of the J Street family of pro-Israel, pro-peace organizations.*

## Addendum A

As Congressional staff, the following trip participants are asked to advise their bosses on legislation related to the issues that will be addressed on this trip surrounding the Israeli-Palestinian conflict, US foreign aid and other policies related to Middle East issues.

- Patrick Satalin, office of Rep. Peter Welch
- Jennifer Van der Heide, office of Rep. Deb Haaland
- Todd Stein, office of Rep. Chellie Pingree
- Connor Stubbs, office of Rep. Adam Smith
- Ben Hutterer, office of Rep. Ron Kind
- Michelle Dorothy, office of Rep. Chrissy Houlahan
- Molly Cole, office of Rep. Gerry Connolly
- Matt McMurray, office of Rep. Anna Eshoo

Estimated other expenses of the trip per person:

\$200 Logistics Coordinator fee

\$184 Tour bus for duration of trip

\$75 Tour guides (Old City, Tel Aviv, Settlement)

\$100 Meeting room rentals and A/V equipment and set up

\$231 Speaker honoraria and guests at meals

\$100 Security guards

\$20 Printing

## Names of Travelers

- Patrick Satalin, office of Rep. Peter Welch
- Jennifer Van der Heide, office of Rep. Deb Haaland
- Todd Stein, office of Rep. Chellie Pingree
- Connor Stubbs, office of Rep. Adam Smith
- Ben Hutterer, office of Rep. Ron Kind
- Michelle Dorothy, office of Rep. Chrissy Houlahan
- Molly Cole, office of Rep. Gerry Connolly
- Matt McMurray, office of Rep. Anna Eshoo

Total other expenses of the trip per person:

\$123.04 Hostess

\$25.87 Hotel portorage and entrance fees

\$147.90 Private Meeting Rooms

\$30.97 Airport arrival and departure service

\$65.94 Briefing Book and Printing

\$107.69 Tips for guides and bus driver

\$105.77 Shaul Arieli speaking fee

\$50.79 Eran Tzidkiyahu speaking fee

\$12.50 Eran Lerman speaking fee

\$13.40 Dahlia Scheindlin speaking fee