



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: Catherine Rowland
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: October 1, 2019 Return: October 8, 2019
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, DC Destination: Bangladesh 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 reference Addendum A, which details final trip agenda and Addendum B, which details changes made to the pre-trip agenda.
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: _____

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

Signature of Traveler: Catherine Rowland

Date: 10/23/19

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: Andy Levin

Date: 10/23/19

Signature of Supervising Member: Andy Levin



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

2. Travel Destination(s): Bangladesh

3. Date of Departure: October 1, 2019 Date of Return: October 8, 2019

4. Name(s) of Traveler(s): Catherine Rowland

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	\$1,873.76	\$800	\$366	TOTAL: \$1,277.78 (see addendum C for itemized)
Accompanying Family Member				

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

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

Signature: Rachel L Hall Date: _____

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: Catherine Janelli Rowland
2. Sponsor(s) who will be paying for the trip: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
3. Travel Destination(s): Dhaka, Bangladesh and Cox's Bazar, Bangladesh
4. a. Date of Departure: October 1, 2019 Date of Return: October 8, 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 legislative director for Rep. Andy Levin, who sits on the Foreign Affairs Committee,

this travel relates directly to our oversight responsibilities with respect to U.S. foreign assistance, the U.S. response to the

Rohingya crisis, and U.S. investments in international labor and nutrition aid.

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 10/23/2019



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

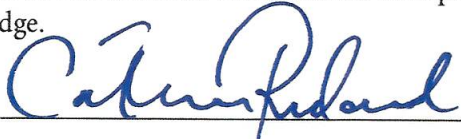
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. **This form, and any attachments, may be faxed to the Committee at 202-225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.**

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Catherine Rowland

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Andy Levin

Office Address: 228 Cannon HOB Washington, DC 20515

Telephone Number: 202-225-4961

Email Address of Contact Person: catherine.rowland@mail.house.gov

☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via travel e-mail: travel.requests@mail.house.gov.



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 Eleanor Crook Foundation
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
Please see Addendum A.
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: October 2, 2019 Date of Return: October 8, 2019
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Bangladesh
 - 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: _____



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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. The Eleanor Crook 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 \$90/day in Dhaka and \$71/day in the Chittagong region ☒
- 2) Provide the reason for selecting the location of the event or trip: The U.S. government is an important development partner in Bangladesh working to address acute malnutrition and stunting
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Westin Hotel City: Dhaka, Bangladesh Cost Per Night: \$200
- Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel Name: Royal Tulip Sea Pearl Resort City: Cox's Bazar, Bangladesh Cost Per Night: \$100
- Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



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	\$2,954.50	\$600	\$412
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	\$1,019.65	Interpreters, 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: August 28, 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): Eleanor Crook 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 (*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: Bangladesh 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: W. Moore Date: August 28, 2019

Name: William Moore Title: Executive Director

Organization: Eleanor Crook Foundation

Address: 227 N Mitchell Street, San Marcos, Texas 78666

Telephone: 919-218-5610 Email: william@eleanorcrookfoundation.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

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. Doneso
Counsel to the Ranking Member

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

September 25, 2019

Ms. Catherine Rowland
Office of the Honorable Andy Levin
228 Cannon House Office Building
Washington, DC 20515

Dear Ms. Rowland:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bangladesh,¹ scheduled for October 1 to 8, 2019, sponsored by Cooperative for Assistance and Relief Everywhere, Inc., with financial support from Eleanor Crook 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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is fluid and cursive, with a large loop at the end.

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Kenny Marchant". The signature is fluid and cursive, with a large loop at the end.

Kenny Marchant
Ranking Member

TED/KM:tn

Addendum B

Please see below for details explaining changes that were made to the trip agenda submitted to the Committee prior to the trip.

Reception with US Ambassador: Per the ambassador's request due to a change on his schedule, we shifted the reception to 7:00pm – 8:30pm on October 3rd from October 6th.

SAPLING Lunch: Due to last minute security concerns that restricted the movement of program participants, we had to cancel the lunch scheduled for Sunday, October 6 from 11:45am-1:15pm with program participants of Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience and Gender Equity (SAPLING). The time this left in the agenda was filled with an equal amount of time visiting a Farmer Field School.

Field Visit to Strengthening Household Ability to Respond to Development Opportunities (SHOUHARDO): Due to last minute security concerns that restricted the movement of the delegation, we were not able to include a visit to SHOUHARDO from 12:00pm-3:00pm on Monday, October 7. We therefore replaced this site visit with a lunch including graduates from USAID's Nutri-Champs competition project.

Downtime at Radisson Hotel – Since we removed the SHOUHARDO visit, we no longer needed to check out of the Westin and move to the Radisson to be closer to the airport for our travel to the field on October 7, 2019.

Chartered Plane – We did not end up chartering a plane. The decision to make that change was to reduce trip costs and fortunately we were able to make the internal commercial flight schedule align with the updated agenda.

ADDENDUM C

Total of "other" expenses - (dollar amount per item and description per trip attendee)

Detail/Description	Cost
Interpreter	\$28.00
Security	\$1,009
Visa	\$160.00
Insurance	\$81.00
TOTAL:	\$1,277.78



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

August 28, 2019

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

RE: CARE Learning Tour to Bangladesh (October 2-8, 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 Bangladesh, 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 Eleanor Crook Foundation with the purpose of raising awareness about the importance of U.S. investments in global nutrition. A portion of the activities funded by this grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Eleanor Crook Foundation did not play a role in organizing the trip and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Sincerely,

Rachel Hall
Director, Learning Tours
CARE USA

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.



August 29, 2019

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

To Whom It May Concern:

This letter is submitted in regarding a learning trip beginning the first week of October 2019. The Eleanor Crook Foundation made a grant to CARE USA on May 1, 2019 to support overseas policymaker travel to serve as an educational experience on U.S. foreign assistance.

This letter confirms that the Eleanor Crook Foundation (ECF) is aware of this project. ECF provided support, through grant funding, to CARE USA for this project with 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. In addition, CARE USA intends to provide follow-on educational information to trip participants.

This letter also confirms that the Eleanor Crook 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. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at william@eleanorcrookfoundation.org, or direct line of 919-218-5610.

Sincerely,

William Moore
Executive Director
william@eleanorcrookfoundation.org

AGENDA: CARE Learning Tour to Bangladesh, October 2-8, 2019

Wednesday, October 2

Travel Day

10:55am Depart Washington, DC (EK #232)

Thursday, October 3

Dhaka, Bangladesh

5:20pm Delegation arrives in Dhaka, Bangladesh (EK #586)

6:00-7:00pm Transfer to hotel

7:00-8:00pm Downtime at hotel

8:00-8:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Westin Hotel – Dhaka, Bangladesh

Friday, October 4

Dhaka, Bangladesh

9:00-10:30am Scene-Setter Breakfast Briefing with INGO experts gain social, political and historical context for nutrition and food security, gender, and poverty as well as refugee response in Bangladesh

10:30-11:15am Transfer to meeting

11:15-12:00pm Meeting with the Minister of Agriculture (requested) to learn about the Government of Bangladesh's priorities and investments supporting nutrition

12:00-12:45pm Transfer to lunch

12:45-2:15pm Lunch Briefing with the U.S. Mission to understand the U.S. government's investments and priorities for nutrition and development in Bangladesh

2:15-3:00pm Transfer to airport

3:00-4:30pm Plane Discussion on the history and context of the Rohingya refugee crisis including drivers of refugee migration, political tensions between Bangladesh and Myanmar, attempts to repatriate Rohingya and the structure of the camps in Cox's Bazar

Note: Transfer from Dhaka to Cox's Bazar

4:30-6:00pm Transfer to hotel

6:00-7:00pm Downtime at hotel

7:00-8:30pm Dinner Debrief to reflect on the discussions from the day, particularly on how U.S. and Government of Bangladesh investments in nutrition and development complement each other and where gaps still remain

Overnight: Royal Tulip Sea Pearl Beach Resort & Spa – Cox's Bazar, Bangladesh

Saturday, October 5

Cox's Bazar Refugee Camps, Bangladesh

Breakfast on own

- | | |
|---------------|--|
| 7:30-9:15am | Transfer to Cox's Bazar refugee camps |
| 9:15-10:30am | <u>Site Visit 1: Tour Stabilization Center</u> to observe life-saving interventions addressing the most extreme and direr cases of severe acute malnutrition through a diet of oral therapeutic milk before referring them to severe acute malnutrition outpatient centers. |
| 10:30-11:15am | Transfer to camp 2
<i>Note: Lunch provided in vehicles</i> |
| 11:15-12:30pm | <u>Site Visit 2: Tour Outpatient Therapy Program</u> to understand protocol for treating severe acute malnutrition with ready-to-use therapeutic foods coupled with a strict regimen of growth monitoring, home visits, and nutrition education for parents. |
| 12:30-12:45pm | Transfer to site visit 3 |
| 12:45-2:15pm | <u>Site Visit 3: Tour Targeted Supplementary Feeding Program</u> to learn about comprehensive steps to treat moderate acute malnutrition through a combination of distributing food aid commodities, breastfeeding counseling for mothers, and cooking demonstrations and education on how to make nutritious meals. |
| 2:15-2:30pm | Transfer to site visit 4 |
| 2:30-3:30pm | <u>Site Visit 4: Join Mother to Mother Group and Male Forum</u> to observe targeted education on nutrition, health, and gender at the community level during "courtyard sessions" and discuss nutrition with refugee. |
| 3:30-5:15pm | Transfer to hotel |
| 5:15-6:30pm | Downtime at hotel |
| 6:30-8:00pm | <u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly the drivers and treatments for severe and moderate acute malnutrition and the challenges of addressing nutrition needs in a humanitarian context |

Overnight: Royal Tulip Sea Pearl Beach Resort & Spa – Cox's Bazar, Bangladesh

Sunday, October 6

Cox's Bazar, Bangladesh

Breakfast on own

8:30-9:30am	Transfer to site visit 1
9:30-10:45am	<u>Site Visit 1: Visit Ujjiban Social and Behavior Change Communication Project</u> to understand efforts to generate demand for and increase the use of high quality, maternal, neonatal, child and adolescent health, nutrition and tuberculosis services and adoption of healthy behaviors in Bangladesh through engaging adolescents and youth in schools as well as strengthening government institutions.
10:45-11:45am	Transfer to lunch
11:45-1:15pm	<u>Lunch with Program Participants of Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience and Gender Equity (SAPLING)</u> to understand unique challenges faced by ethnic minorities and the integration of nutrition with maternal and child health, agricultural development, and women's empowerment programming.
1:15-1:45pm	Transfer to site visit 2
1:45-3:00pm	<u>Site Visit 2: Visit Bangladesh Aquaculture and Nutrition Activity (BANA)</u> to join a capacity-building training for local fish farmers coupled with nutrition education to increase production and income of farmers as well as the availability of protein-rich foods for local communities.
3:00-3:30pm	Transfer to airport
3:30-5:00pm	<u>Plane Discussion</u> to reflect on the discussion and site visits from the day ,along with the various trainings on aquaculture, agriculture and nutrition activity provided to Rohingya refugees in Cox's Bazar. <i>Note: Transfer from Cox's Bazar to Dhaka</i>
5:00-6:00pm	Transfer to hotel
6:00-7:00pm	Downtime to shower and change
7:00-8:30pm	<u>Reception with U.S. Ambassador, local government and NGO leaders</u> to hear from a wide array of partners, implementers, and donors on the challenges and successes in combatting malnutrition and stunting in Bangladesh

Overnight: Westin Hotel – Dhaka, Bangladesh

Monday, October 7

Dhaka, Bangladesh

9:00-10:30am	<u>Closing Breakfast</u> to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in nutrition and development in Bangladesh
10:30-11:30am	Transfer to airport
11:30-12:30pm	Transfer to site visit 1 <i>Note: Lunch provided on plane.</i>

12:30-3:00pm	<u>Site Visit 1: Visit Strengthening Household Ability to Respond to Development Opportunities (SHOUHARDO) III</u> to learn about integrated approaches to nutrition addressing a wide array of factors including natural disaster resiliency, child marriage and violence against women, agricultural and livestock productivity, income and small-scale savings groups, and community-led development.
3:00-4:00pm	Transfer to Dhaka
4:00-4:30pm	Transfer to Radisson Hotel
4:30-5:30pm	Downtime/shower time
5:30-6:00pm	Transfer to airport
7:30pm	Delegation departs for U.S. (EK #587)

Addendum A:

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

We invited members of Congress who sit on Committees related to agriculture appropriations and foreign affairs, along with staff who work on issues related to these issues. 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 combating poverty and food insecurity and building healthier, more food secure communities in the region.

Invited House Congressional Members and Staffers

- Rep. Chellie Pingree
- Rep. Karen Bass
- Rep. Lee Zeldin
- Rep. Ben Ray Lujan
- Rep. Elise Stefanik
- Rep. Robin Kelly
- Rep. Will Hurd
- Rep. Dan Newhouse
- Rep. Derek Kilmer
- Rep. Mario Diaz Balart
- Rep. Grace Meng
- Rep. Liz Cheney
- Rep. Katherine Clark
- Rep. Joaquin Castro
- Rep. Ann Kirkpatrick
- Rep. Ted Deutch
- Rep. Michael McCaul
- Rep. Ted Yoho
- Rep. Jim Costa
- Rep. David Cicilline
- Rep. Kathleen Rice
- Rep. Abigail Spanberger
- Rep. Andy Levin
- Rep. Chrissy Houlahan
- Rep. Steve Chabot
- Rep. Scott Austin
- Rep. Tom Malinowski
- Rep. Guy Reschenthaler
- Rep. Mickie Sherrill
- Rep. Cathy McMorris Rodgers
- Rep. Hakeem Jeffries

- Rep. Adam Kinzinger
- Rep. Jim McGovern
- Rep. Dean Phillips
- Rep. Tom Emmer
- Rep. Dwight Evans
- Rep. Marcia Fudge
- Rep. Rodney Davis
- Rep. Francis Rooney
- Rep. Al Lawson
- Rep. Ann Wagner
- Sen. Shelley Moore Capito
- Sen. Todd Young
- Sen. Maggie Hassan
- Sen. Jeanne Shaheen
- Joan Condon, Senior Professional Staff Member, House Committee on Foreign Affairs
- Janice Kaguyutan, Chief Counsel on the House Committee on Foreign Affairs
- Catherine Rowland, Legislative Director, Rep. Andy Levin

Addendum B:

Cities of Departure:

Wednesday, October 2, 2019:

10:55am – Depart Washington, DC (EK #232)

Thursday, October 3, 2019

5:20pm – Arrive in Dhaka, Bangladesh (EK #586)

Friday, October 4, 2019

3:00pm – Depart Dhaka, Bangladesh

4:30pm – Arrive in Cox's Bazar, Bangladesh

Sunday, October 6, 2019

3:30pm – Depart Cox's Bazar, Bangladesh

5:00pm – Arrive in Dhaka, Bangladesh

Monday, October 7, 2019

7:30pm – Depart Dhaka, Bangladesh (EK #587)

Tuesday, October 8, 2019

8:40am – Arrive in Washington, DC (EK #231)



Supplemental Information
submitted by
Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
(Bangladesh, October 2-8, 2019)

1. Did any other organization or individual not previously disclosed help organize or plan the events on the trip?

No

2. Has any other organization or individual not listed on the forms made an in-kind or financial contribution to the events, meals, or the travel on this congressional trip? If so, please list.

No

3. Do you recognize any of your donors for this event/trip at the various congressional events taking place during congressional travel? e.g., mention them in the program or via event signage, provide free attendance or access to the event, thank them from the podium, etc.?

No, no donors are recognized at events taking place during the travel.

4. Do you seek grants or specific donations to help directly or indirectly fund congressional events and/or travel? If so, please explain.

CARE did not seek grants or specific donations for this trip except as noted on the original Primary Trip Sponsor form – CARE is utilizing funding from the Eleanor Crook Foundation to implement this trip. More broadly, CARE does seek funding for various congressional events, but such fundraising is unrelated to congressional travel.

5. Is a foreign entity funding, providing in-kind support, or helping organize or plan any aspect of the congressional travel and events?

No, no foreign entity including foreign governments provide funding or in-kind support to the congressional travel. CARE drives the planning and logistics around all travel and events, and Bangladeshi government officials cooperate with CARE in allowing visits to government facilities, such as health clinics. Additionally, government officials such as Ministers are invited to join a reception at the U.S. Ambassador's residence and a meeting with the Minister of Agriculture has been requested to discuss the bilateral relationship with the United States. However, no foreign entity or foreign government officials are providing support or helping to organize any events on the trip.

6. How are the funds raised that are used for the congressional travel and events?

As indicated on the Primary Trip Sponsor form, Learning Tours are fully funded through grants from the Bill & Melinda Gates Foundation and the Eleanor Crook Foundation.

- a. When you raised funds for congressional travel and events, were your donors aware their donations are used to fund congressional travel?
Yes, as indicated on the Primary Trip Sponsor form.

7. Approximately what proportion of your annual budget is spent on congressional events and travel? Less than one percent of CARE USA's overall budget is spent on congressional events and travel.

8. Who, other than House attendees, will be present during congressional travel to and from the destinations or at the events?

Learning Tours greatly benefit from a broad range of diverse stakeholders. Those expected to be present at various sites and events throughout the trip include technical experts relevant to the subject of the trip, journalists focused on issues relevant to the subject of the trip; senior CARE advocacy, communications, and Learning Tours staff; U.S. Government officials including representatives from United States Agency for International Development (USAID) mission to Bangladesh as well as U.S. Ambassador Earl R. Miller; representatives of the Bangladeshi government; other international nongovernmental organizations (INGO); corporate partners; and U.N. partners working to address acute malnutrition and stunting.

9. Is your organization subordinate to a parent organization that retains or employs a registered federal lobbyist or foreign agent? Stated differently, is your organization a wholly-owned subsidiary of an organization that retains or employs a registered federal lobbyist or foreign agent? If so, please describe. or employs a registered federal lobbyist or foreign agent? If so, please describe.

No. Please note our organizational structure as set forth in our Primary Trip Sponsor form, where it is explained that CARE has a related but separately incorporated 501(c)(4) organization, CARE Action Now, Inc. Neither is a subsidiary of the other.

a. If the answer to this question is yes, please answer the following:

- i. Are your employees paid from separate accounts from the affiliated organization's employees?
N/A
- ii. Do your employees have benefits like healthcare and retirement through the affiliated organization, or are your employees' benefits separate and different?
N/A
- iii. How many staff do you employ and how many are shared with the affiliated organization?
N/A
- iv. Are any of your board members also on the board of the affiliated organization?
N/A

10. Are you, as the signer of the Primary Trip Sponsor Form a corporate officer legally authorized by the corporation to sign the form and bind the corporation under penalty of law?

Yes

11. Is there a conference or event fee charged for any event on the trip?

No

- a. If yes, is the conference or event fee being waived for the House travelers?
- b. If yes, please list this amount as an Other Expense in response to question 18 on the sponsor form.

12. If this travel is outside the U.S., is a visa required and who is paying this cost?

Yes, a visa is required for U.S. citizens to travel to Bangladesh and CARE is paying this cost for the delegation.

13. Has CARE notified the U.S. State Department's Regional Security Officer (RSO) in the American Embassy of the host country? If not, we recommend that you do so.

Yes, we have worked closely with the RSO in Bangladesh on the trip agenda and planning.



CARE USA
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Washington, DC 20036
USA
www.care.org

August 7, 2019

Ms. Catherine Rowland
Office of Representative Andy Levin
228 Cannon House Office
Building Washington, DC 20515

Dear Ms. Rowland,

I am approaching you with a special opportunity to join CARE's next Learning Tour to Bangladesh to examine the importance of U.S. investments in global nutrition, particularly health, food security, and agricultural interventions for the most vulnerable and to combat the most life-threatening cases of acute malnutrition and wasting. This trip will occur during the October congressional recess period (exact dates to be determined based on availability) and will include corporate sector partners, technical experts and media representatives, in addition to a bi-partisan delegation of members of Congress. Each member of Congress is also welcome to bring a guest, either a member of family or staff.

On your journey, you will visit programs and meet with beneficiaries in Bangladesh to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground—including the private sector and local partners who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national and regional stage. Through this experience, you will have a chance to understand both the successes as well as the challenges facing communities in Bangladesh, which are often articulated directly by the program participants themselves. In Bangladesh, you will be presented with a comprehensive view of what interventions supported through U.S. investments can accomplish to support nutrition particularly for mothers and children, combat poverty, and further global innovations in food security.

Located in South Asia, Bangladesh has one of the fastest growing economies in the world, however over 24 percent of Bangladeshis live at or below the poverty line and approximately 35 percent of the population is food insecure. Children are especially vulnerable in conditions of food insecurity and over 36 percent of children under 5 are stunted, while 14 percent are wasted in Bangladesh. In recent years, a humanitarian crisis on Bangladesh's border has driven nearly one million refugees from neighboring Myanmar, a majority of whom are women and children, into Bangladesh further exacerbating food and nutrition security challenges. Refugees in Cox's Bazar are especially susceptible to malnutrition, where they are almost completely dependent on the support provided by foreign assistance programs. The cycle of generational malnutrition and stunting of children in Bangladesh is further compounded by child marriage, extreme climate shocks, and women's lack of autonomy and control over household resources.

Malnutrition and particularly wasting before age five can permanently limit cognitive development, having an impact on the health, earning potential, and development of communities for generations. However, global investments are working to change the nutrition landscape in Bangladesh by ensuring food security for those most vulnerable and developing innovative interventions to help mitigate the effects of acute and chronic malnutrition. This Learning Tour will be a unique opportunity to explore these issues on the ground and return to Capitol Hill with a deep understanding of the important link between U.S. foreign assistance and food and nutrition security outcomes in Southeast Asia.

In order to allow enough time for planning, we would appreciate a response indicating your interest by **Friday, August 30, 2019**. I have asked Marielle Thete in CARE's Washington, DC office to follow up. You can also reach her directly at 202-779-6847 or by email at Marielle.Thete@care.org.

Thank you for considering this opportunity.

Sincerely,

Tjada McKenna
Chief Operating Officer
CARE USA

AGENDA: CARE Learning Tour to Bangladesh, October 1-8, 2019

Tuesday, October 1

Travel Day

10:55am Depart Washington, DC (EK #232)

Wednesday, October 2

Travel Day

5:20pm Delegation arrives in Dhaka, Bangladesh (EK #586)

6:00-7:00pm Transfer to hotel

7:00-8:00pm Downtime at hotel

8:00-8:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Westin Hotel – Dhaka, Bangladesh

Thursday, October 3

Dhaka, Bangladesh

Breakfast on own

8:00am-10:00am Vehicle briefing on the history and evolution of labor regulations and human rights abuses in Bangladesh, providing context before the factory tour
Note: Transfer to Site Visit 1

10:00-12:30pm Site Visit 1: Tour ready-made garment factory and lunch focus group discussion with employees to gain a deeper understanding of the working conditions in factories, the implementation of labor regulations, and the needs of employees

12:30-2:15pm Transfer to coffee meeting

2:15-4:00pm Coffee Meeting with union leaders to understand the labor movement of in Bangladesh, specifically understanding its challenges and successes

4:00-4:30pm Transfer to hotel

4:30-7:00pm Downtime/showertime

7:00-8:30pm 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 in combatting malnutrition and stunting in Bangladesh

Overnight: Westin Hotel – Dhaka, Bangladesh

Friday, October 4

Dhaka, Bangladesh

- 9:00-10:30am Scene-Setter Breakfast Briefing with INGO experts gain social, political and historical context for nutrition and food security, gender, and poverty as well as refugee response in Bangladesh
- 10:30am-12:00pm Meeting with Ministry of Health to learn about the Government of Bangladesh's priorities and investments supporting nutrition
- 12:00-12:15pm Transfer to lunch
- 12:15-1:45pm Lunch Briefing with the U.S. Mission to understand the U.S. government's investments and priorities for nutrition and development in Bangladesh
- 1:45-2:30pm Transfer to airport
- 3:00-4:30pm Plane Discussion on the history and context of the Rohingya refugee crisis including drivers of refugee migration, political tensions between Bangladesh and Myanmar, attempts to repatriate Rohingya and the structure of the camps in Cox's Bazar
Note: Transfer from Dhaka to Cox's Bazar
- 4:30-6:00pm Transfer to hotel
- 6:00-7:00pm Downtime at hotel
- 7:00-8:30pm Dinner Debrief to reflect on the discussions from the day, particularly on how U.S. and Government of Bangladesh investments in nutrition and development complement each other and where gaps still remain

Overnight: Royal Tulip Sea Pearl Beach Resort & Spa – Cox's Bazar, Bangladesh

Saturday, October 5

Cox's Bazar Refugee Camps, Bangladesh

Breakfast on own

- 7:45-9:15am Transfer to Cox's Bazar refugee camps
- 9:15-10:30am Site Visit 1: Tour Stabilization Center to observe life-saving interventions addressing the most extreme and direr cases of severe acute malnutrition through a diet of oral therapeutic milk before referring them to severe acute malnutrition outpatient centers
- 10:30-11:15am Transfer to camp 2
Note: Lunch provided in vehicles
- 11:15-12:30pm Site Visit 2: Tour Outpatient Therapy Program to understand protocol for treating severe acute malnutrition with ready-to-use therapeutic foods

	coupled with a strict regimen of growth monitoring, home visits, and nutrition education for parents
12:30-12:45pm	Transfer to site visit 3
12:45-2:15pm	<u>Site Visit 3: Tour Targeted Supplementary Feeding Program</u> to learn about comprehensive steps to treat moderate acute malnutrition through a combination of distributing food aid commodities, breastfeeding counseling for mothers, and cooking demonstrations and education on how to make nutritious meals
2:15-2:30pm	Transfer to site visit 4
2:30-3:30pm	<u>Site Visit 4: Join Mother to Mother Group and Male Forum</u> to observe targeted education on nutrition, health, and gender at the community level during “courtyard sessions” and discuss nutrition with refugee
3:30-5:15pm	Transfer to hotel
5:15-6:30pm	Downtime at hotel
6:30-8:00pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly the drivers and treatments for severe and moderate acute malnutrition and the challenges of addressing nutrition needs in a humanitarian context

Overnight: Royal Tulip Sea Pearl Beach Resort & Spa – Cox’s Bazar, Bangladesh

Sunday, October 6

Cox’s Bazar, Bangladesh

Breakfast on own

8:00-9:00am	Transfer to site visit 1
9:00-10:15am	<u>Site Visit 1: Visit Ujjiban Social and Behavior Change Communication Project</u> to understand efforts to generate demand for and increase the use of high quality, maternal, neonatal, child and adolescent health, nutrition and tuberculosis services and adoption of healthy behaviors in Bangladesh through engaging adolescents and youth in schools as well as strengthening government institutions
10:15-11:00am	Transfer to site visit 2
11:00-12:30pm	<u>Site visit 2: Visit Farmer Field School</u> to learn about efforts to increase production yields and diversify crops in rural areas and the impact agricultural development and economic empowerment have on nutrition
12:30-1:45pm	Transfer to site visit 3

1:45-3:15pm	<u>Site Visit 3: Visit Bangladesh Aquaculture and Nutrition Activity (BANA)</u> to join a capacity-building training for local fish farmers coupled with nutrition education to increase production and income of farmers as well as the availability of protein-rich foods for local communities
3:15-4:00pm	Transfer to airport
4:35-5:40pm	<u>Plane Discussion</u> to reflect on the discussion and site visits from the day along with the various trainings on aquaculture, agriculture and nutrition activity provided to Rohingya refugees in Cox's Bazar <i>Note: Transfer from Cox's Bazar to Dhaka</i>
5:40-6:30pm	Transfer to hotel
6:30-7:30pm	Downtime to shower and change
7:30-9:00pm	<u>Closing Dinner</u> to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in nutrition and development in Bangladesh

Overnight: Westin Hotel – Dhaka, Bangladesh

Monday, October 7

Dhaka, Bangladesh

10:30-11:00am	Transfer to brunch
11:00-12:30pm	<u>Brunch with Nutri-Champs Youth Competition Finalists</u> to learn about innovative programs to engage and empower youth on issues of nutrition and hear directly from youth about challenges to educate adolescents about health and nutrition
12:30-1:00pm	Transfer to hotel
1:00-5:00pm	Downtime/Packing time
4:30-5:30pm	Transfer to airport
7:30pm	Delegation departs for U.S. (EK #587)