



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: Sara Matar
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. **Dates:** Departure: October 6, 2019 Return: October 12, 2019
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington D.C. Destination: Bogota Return City: Washington D.C.
5. Sponsor(s), Who Paid for the Trip: International Committee of the Red Cross,
6. Describe Meetings and Events Attended: Attended meetings with Red Cross staff and aid recipients regarding how money is used to assist migrants in areas of high conflict. Participated in field visits to prison facilities and migrant Shelters.
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 OCT 25 AM 11:40
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler: Date: 10/25/2019

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Rep. Lee Zeldin Date: 10/25/2019

Signature of Supervising Member:



U.S. House of Representatives COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Sara Matar
2. Sponsor(s) who will be paying for the trip: International Committee of the Red Cross
3. City and State **OR** Foreign Country of Travel: Colombia
4. a. Date of Departure: October 6, 2019 Date of Return: October 12, 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.**

Sara Matar handles work on the House Foreign Affairs Committee as a Senior Legislative Assistant.

This includes oversight over federal aid dollars which support the work of the International Committee of the Red Cross in Colombia.

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 09/03/2019



U.S. House of Representatives

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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: International Committee of the Red Cross (hereafter referred to as ICRC).
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:
3. Check only one. I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): Please see attached addendum for list of invited staffers and justifications thereof.
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: October 6, 2019 Date of Return: October 12, 2019
7. a. City of departure: Washington, DC
b. Destination(s): Bogota, Ipiales, Cali, Santander de Quilichao, and Medellin, Colombia
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:
ICRC is the sole entity organizing and financing this trip. Under the Geneva Conventions, the international community (including the United States) mandates that ICRC respond to the needs of populations affected by armed conflict. Staff will learn about how the ICRC carries out this mandate in Colombia.
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): \$50 per day
 - 2) Provide the reason for selecting the location of the event or trip: Colombia is ICRC's single largest country of operations (by dollars spent) in the Americas. This trip will give staff a substantive overview of ICRC's work.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: ** See attached addendum City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
- Hotel Name: ** See attached addendum City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
- Hotel Name: ** See attached addendum 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:*



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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	\$1126.03	\$450	\$300
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	\$0	
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: September 2, 2019

Name: Geoffrey Browning

Title: Congressional Affairs Advisor

Organization: International Committee of the Red Cross

Address: 1100 Connecticut Avenue NW, Suite 500, Washington DC, 2036

Telephone: +1 (202) 587-4600

Email: gbrowning@icrc.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. Donesa
Counsel to the Ranking Member

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

September 24, 2019

Ms. Sara Matar
Office of the Honorable Lee Zeldin
2441 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Matar:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Colombia,¹ scheduled for October 6 to 12, 2019, sponsored by International Committee of the Red Cross.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

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

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant
Ranking Member

TED/KM:adw

Addendum to Private Trip Sponsor Form
International Committee of the Red Cross
STAFFDEL Colombia // October 6-12, 2019

4. House invitees are as follows:
- a. **Molly Burke**, invited in connection with her duties as an advisor to Rep. Wagner, Vice Ranking Member of the House Foreign Affairs Committee (HFAC), on foreign affairs issues
 - b. **Meg Gallagher**, invited in connection with her duties as an advisor to Rep. McCaul, Ranking Member of HFAC, on foreign affairs issues
 - c. **Alex Brockwehl**, invited in connection with his duties as an advisor to Rep. Sires, Chairman of the HFAC Subcommittee on Western Hemisphere, Civilian Security, and Trade, on foreign affairs issues
 - d. **Sarah Miller**, invited in connection with her duties as an advisor to Rep. Mast, a member of the House Foreign Affairs Committee, on foreign affairs issues
 - e. **Will Strother**, invited in connection with his duties as an advisor to Rep. Burchett, a member of the House Foreign Affairs Committee, on foreign affairs issues
 - f. **Sara Matar**, invited in connection with her duties as an advisor to Rep. Zeldin, a member of the House Foreign Affairs Committee, on foreign affairs issues
 - g. **Joe Bartlett**, invited in connection with his duties as an advisor to Rep. Rooney, a member of the House Foreign Affairs Committee, on foreign affairs issues

16. Hotel names/locations, costs, and reasons for selection are as follows:

- a. October 6, 2019
 - i. Hotel El Dorado, Calle 95 No. 13 - 66 Bogotá, 110221
 - ii. Approx. \$70 USD per night
 - iii. Selected because of its proximity to ICRC operations and scheduled meeting locations
- b. October 7, 2019
 - i. Hotel El Dorado, Calle 95 No. 13 - 66 Bogotá, 110221
 - ii. Approx. \$70 USD per night
 - iii. Selected because of its proximity to ICRC operations and scheduled meeting locations
- c. October 8, 2019
 - i. Hotel Amiryty, Cra. 5 No. 9 - 08, Ipiales, Nariño
 - ii. Approx. \$25 USD per night
 - iii. Selected because of its proximity to ICRC operations and scheduled meeting locations
- d. October 9, 2019 ~~\$160~~ **\$70**
 - i. Hotel Intercontinental, Avenida Colombia No. 2-72, Cali, 760044
 - ii. Approx. ~~\$160~~ USD per night
 - iii. Selected because of its proximity to ICRC operations and scheduled meeting locations
- e. October 10, 2019
 - i. Hotel El Dorado, Calle 95 No. 13 - 66 Bogotá, 110221
 - ii. Approx. \$70 USD per night
 - iii. Selected because of its proximity to ICRC operations and scheduled meeting locations
- f. October 11, 2019
 - i. Hotel El Dorado, Calle 95 No. 13 - 66 Bogotá, 110221

- ii. Approx. \$70 USD per night
- iii. Selected because of its proximity to ICRC operations and scheduled meeting locations



ICRC

Congressional STAFFDEL
Bogotá, Ipiales, Cali, Santander de Quilichao, and Medellín, Colombia
October 6-12, 2019

Working in Colombia since 1969, the International Committee of the Red Cross strives to protect and assist victims of armed conflict, to secure greater compliance with international humanitarian law (IHL) by all weapon bearers, and to promote integration of IHL into the armed forces' doctrine, training, and operations. In addition, ICRC has access to and visits security detainees, assisting authorities in addressing systemic issues affecting the penitentiary system. ICRC supports efforts to address the needs of families of missing persons, provides aid to violence-affected people, and helps ensure access to health care, including for IDPs, migrants, and populations in rural areas. ICRC runs a comprehensive landmine-action program. Finally, ICRC works closely with the Colombian Red Cross and other Movement components.

SUNDAY, OCTOBER 6th, 2019

ARRIVAL IN BOGOTÁ

14:45 (EDT) Depart Washington, DC (IAD) on Avianca 247
19:24 (COT) Arrive at Bogotá El Dorado Airport
19:40 - 20:00 Received at airport with rest of group by ICRC Bogotá Representative Marco Suárez
20:00 - 20:15 Transfer by ICRC vehicles to the El Dorado Hotel (Calle 95 No. 13 - 66 Bogotá, 110221)
20:15 - 20:30 Check in at hotel, drop luggage in rooms
20:30 - 22:00 Welcome dinner at hotel with ICRC Management Staff
RON El Dorado Hotel

MONDAY, OCTOBER 7th, 2019

WELCOME, BRIEFINGS, VISIT TO PRISON, SOACHA

07:00 - 09:30 Breakfast and general briefing at hotel by senior ICRC staff (Head of Delegation Christoph Harnisch and his two deputies, Xavier de Collard Macquerh and Mulan Giovannini) regarding program, security, and ICRC Colombia Delegation's priorities for 2019
09:30 - 09:40 Briefing by ICRC detention Team
09:40 - 10:00 Transfer by ICRC vehicles to penitentiary facility El Buen Pastor, Bogotá
10:00 - 15:00 Prison visit to El Buen Pastor penitentiary for female detainees, working lunch (provided by ICRC), and exchange/discussion with prison administration and ICRC detention team on challenges faced by detainees and the Colombian Prison Administration and ICRC's structural approach in support of Colombian authorities
15:00 - 16:00 Transfer by ICRC vehicles to Soacha (Bogotá)
16:00 - 17:00 Visit the office of, and meet with, a Catholic priest with whom ICRC partners to support migrants and displaced persons in Soacha, direct discussion with beneficiaries (migrants, displaced persons, and their families)
17:00 - 18:00 Transfer by ICRC vehicles to El Dorado Hotel (Calle 95 No. 13 - 66 Bogotá, 110221)
19:00 - 21:00 Dinner at hotel with senior ICRC staff (Head of Delegation Christoph Harnisch and his two deputies, Xavier de Collard Macquerh and Mulan Giovannini), discussion of and briefing regarding field trip itinerary for the remainder of the week
RON El Dorado Hotel
**Recommend that staffers pre-complete hotel check out after dinner, due to early departure the following morning.*

TUESDAY, OCTOBER 8th, 2019

FIELD TRIP TO IPIALES, VISIT COLOMBIA/ECUADOR BORDER, ICRC PROJECTS

04:30 Pick up at hotel
**To-go breakfast boxes to be arranged at hotel*
04:30 - 05:00 Transfer by ICRC vehicle to El Dorado Airport
06:00 - 07:31 Flight from Bogotá to Ipiales on Satena 8865
07:45 - 08:00 Transfer by ICRC vehicle to ICRC Ipiales Subdelegation Office

08:00 – 08:45	Briefing with Andy Nicolas Benhamou, ICRC Head of Operations Ipiales, to discuss ICRC’s operations serving vulnerable populations in the region, characterize the operating environment in light of ongoing events in Colombia, discuss the day’s itinerary, and answer any questions staff may have
09:00 – 10:45	Briefing with ICRC health team on context and activities within the department, visit to the “listening center” guided by ICRC health team, meeting with volunteers who support the center, visit to health project located in Red Cross facility, possible direct meetings with beneficiaries of health project
11:00 – 11:45	Briefing with key members of ICRC’s missing persons team on the problem of missing persons in the Nariño Department and the functions and role of ICRC’s relevant departmental entity, possible direct meetings with relatives of missing persons
12:00 – 13:00	Lunch at restaurant La Merced (Cra. 3 #8-82, Ipiales) with ICRC staff, open opportunity for staff to ask questions about topics related to the day’s meetings, ICRC’s operations in the region, and ICRC’s work to support vulnerable populations in Colombia.
13:30 – 14:00	Transfer by ICRC vehicles to Rumichaca Bridge (border of Colombia/Ecuador)
14:00 – 16:00	Rumichaca Bridge: visit to Colombian Red Cross/German Red Cross health project, meeting with volunteers of ICRC’s restoring family links point, visit the Albergue “Son de los Pasto” located on the border and meeting with shelter coordinator. ICRC has supported this institution via different programs (water/habitation projects, economic security projects, restoring family links) and it is a place where visitors could find migrants and talk with them
16:00 – 16:30	Transfer by ICRC vehicles to Ipiales Red Cross Office
16:30 – 17:30	Meeting with beneficiaries of ICRC projects including victims of non-international armed conflict, migrants, victims of violence. Staff will have a chance to hear directly from these populations on how they are impacted by armed conflict in Colombia, political and economic instability in Venezuela, and continued activity by non-state armed groups in the wake of Colombia’s recent peace agreement. Staff will also have a chance to hear about how they are assisted by ICRC operations in Colombia.
17:30 – 18:00	Transfer by ICRC vehicles to Hotel Amiraty (Cra. 5 No. 9 – 08, Ipiales, Nariño)
18:00 – 18:45	Check in at hotel
18:45 – 19:00	Transfer by ICRC vehicles to DaVinci Ristorante (Cra. 6a No. 2585, Ipiales, Nariño)
19:00 – 21:00	Dinner with ICRC staff, open opportunity for staff to ask questions about topics related to the day’s meetings, ICRC’s operations in the region, and ICRC’s work to support vulnerable populations in Colombia.
21:00 – 21:15	Transfer by ICRC vehicles to hotel
RON	Hotel Amiraty

WEDNESDAY, OCTOBER 9th, 2019

FIELD TRIP TO CALI, SANTANDER DE QUILICHAO, VISIT ICRC PROJECTS

06:30	Check out, breakfast, and transfer by ICRC vehicles to Ipiales airport
08:21 – 09:24	Flight from Ipiales to Cali on Satena 8655
10:00 – 11:30	Transfer by ICRC vehicles to Santander de Quilichao meeting location: Hotel Tierra de Oro (Cra. 13 No. 15-23, Santander de Quilichao, Cauca)
11:30 – 12:00	Briefing by ICRC Cali senior staff on content and activities included on day’s itinerary
12:00 – 13:00	Meeting with Association of Indigenous Councils (ACIN) Human Rights Coordinator for North Cauca to discuss non-international armed conflict (NIAC)
13:00 – 14:00	Lunch at Hotel Tierra de Oro, open opportunity for staff to ask questions about topics related to the day’s meetings, ICRC’s operations in the region, and ICRC’s work to support vulnerable populations in Colombia
14:00 – 15:00	Meeting with ICRC beneficiaries, including families of missing persons. Staff will have a chance to hear directly from these populations on how they are impacted by armed conflict in Colombia, political and economic instability in Venezuela, and continued activity by non-state armed groups in the wake of Colombia’s recent peace agreement. Staff will also have a chance to hear about how they are assisted by ICRC operations in Colombia.
15:00 – 15:45	Meeting with Union Municipal de Gestion de Riesgos (UM Colombian Red Cross, Fire Brigade, and Health Care) to discuss social protest, migration, and NIAC
16:00 – 18:00	Transfer by ICRC vehicles to Hotel Intercontinental (Avenida Colombia No. 2-72, Cali, 760044)
18:00 – 18:30	Check in at Hotel Intercontinental
18:30 – 19:30	Staff debrief and discussion with Mulan Giovannini, ICRC Colombia Deputy Head of Delegation
19:45 – 21:00	Dinner at hotel, open opportunity for staff to ask questions about topics related to the day’s meetings, ICRC’s operations in the region, and ICRC’s work to support vulnerable populations in Colombia
RON	Hotel Intercontinental
	<i>*Recommend that staffers pre-complete hotel check out after dinner, due to early departure the following morning.</i>

THURSDAY, OCTOBER 10th, 2019

FIELD TRIP TO MEDELIN, VISIT ICRC PROJECTS, RETURN TO BOGOTÁ

05:00 – 05:50 Transfer by ICRC vehicles to Cali airport
06:50 – 07:40 Flight from Cali to Medellin on Avianca 9760
08:00 – 08:45 Transfer by ICRC vehicles to Barrio Granizal, Bello
08:45 – 09:30 Briefing with ICRC Medellin staff on security and ICRC activities relating to urban violence
09:30 – 10:45 Meeting with community leaders from Granizal, discussion of situation in neighborhoods where they live and how the presence of an armed group/violence affects their daily lives, open Q+A with staff
10:45 – 11:45 Meeting and discussion with volunteers of the “Welcome House,” a safe place where volunteers supported by the Church offer school tutoring, recreation, and sports activities after school to children of Granizal. The ICRC trained the volunteers to be able to orient themselves toward relevant institutions when they need help and to provide basic psychological first aid.
11:45 – 12:15 Transfer by ICRC vehicle to lunch site
12:15 – 14:00 Lunch at ICRC-supported local community kitchen which supports approximately 350 children. Migrants from Venezuela and women victims of the Colombian conflict will share the lunch and be available for discussion.
14:00 – 15:45 Walking tour of neighborhood, departing from community kitchen. Visit to beneficiaries of ICRC micro-economic initiatives. Staff will have a chance to hear directly from neighborhood residents about how they are impacted by armed conflict in Colombia, political and economic instability in Venezuela, and continued activity by non-state armed groups in the wake of Colombia’s recent peace agreement. Staff will also have a chance to hear about how they are assisted by ICRC operations in Colombia.
15:45 – 16:45 Transfer by ICRC vehicles to Medellin airport.
18:47 – 19:44 Flight from Medellin to Bogotá on Avianca 8535
20:00 – 20:30 Transfer by ICRC vehicles to the El Dorado Hotel (Calle 95 No. 13 - 66 Bogotá, 110221)
20:30 – 22:30 Check in and dinner at hotel, open opportunity for staff to ask questions about topics related to the day’s meetings, ICRC’s operations in the region, and ICRC’s work to support vulnerable populations in Colombia
RON El Dorado Hotel

FRIDAY, OCTOBER 11th, 2019

MEETINGS IN BOGOTÁ

07:00 – 08:00 Breakfast at Hotel
08:00 – 08:30 Transfer by ICRC vehicles to Carrera 54 No.26-25 / CAN - Avenida el Dorado
08:30 – 09:30 Meeting with Colombian Vice-Minister of Defense, Diana Abauza Millares, briefing on situation in Colombia.
09:30 – 09:45 Transfer by ICRC vehicles to ICRC Bogotá Delegation Office
10:00 – 11:00 Meeting with Dr. Luz Marina Monzon of Unidad de Búsqueda de Personas dadas por Desaparecidas (UBPD, search unit for missing persons) to discuss future perspectives and challenges on missing persons actions
11:00 – 11:30 Break, open opportunity for staff to debrief/discuss/ask questions of ICRC staff of any aspect of the trip’s itinerary, issues raised, or rest of day’s meetings.
11:30 – 12:30 Meeting with Señor Jaime Jaramillo to discuss the work of the Commission for Missing People FARC’s work of searching for missing persons and collecting information
12:30 – 12:45 Transfer by ICRC vehicles to Hotel El Dorado
12:45 – 14:30 Working lunch at Hotel El Dorado with Jozef Merckx, head of UNHCR Colombia, to discuss humanitarian situation due to conflict and activities carried out for Venezuelans by UN platform
14:30 – 15:30 Presentation at Hotel El Dorado by representatives of Unidad para la Atención y Reparación Integral a las Víctimas (Unit for Comprehensive Care and Reparation for Victims, a Colombian Government agency) on humanitarian situations and challenges faced
15:30 – 16:00 Coffee break
16:00 – 17:30 Meeting with Colombian Red Cross to discuss collaboration with ICRC on programs assisting Venezuelan migrants
18:00 – 19:00 Debriefing at Hotel El Dorado with management and coordinators of ICRC Colombia Delegation
19:00 – 21:00 Dinner at Hotel El Dorado, open opportunity for staff to ask questions about topics related to the day’s meetings, ICRC’s operations in the region, and ICRC’s work to support vulnerable populations in Colombia
RON Hotel El Dorado
**Recommend that staffers pre-complete hotel check out after dinner, due to early departure the following morning.*

SATURDAY, OCTOBER 12th, 2019

RETURN TO WASHINGTON, D.C.

04:30 Pick up at Hotel El Dorado, transfer by ICRC vehicles to Bogotá airport
07:00 (COT) Depart Bogotá on Avianca 246

12:35 (EDT) Arrive Washington, DC (IAD)