



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: Joanne Stiles
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: November 2, 2019 Return: November 8, 2019  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☒
4. Departure City: Washington, DC Destination: Malawi Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Cooperative for Assistance and Relief Everywhere, Inc (CARE)
6. Describe Meetings and Events Attended: Please see addendum A which provides the final 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: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2019 NOV 25 AM 11:52  
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: Joanne Stiles Date: 11/25/19

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: Joseph Morelle Date: 11-25-19

Signature of Supervising Member: Joseph D Morelle





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

2. Travel Destination(s): Malawi

3. Date of Departure: November 2, 2019

Date of Return: November 8, 2019

4. Name(s) of Traveler(s): Joanne Stiles

*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	TOTAL: \$3,991.29	TOTAL: \$534	TOTAL: \$247.00	TOTAL: \$1,218.75
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 I Hall

Date: November 22, 2019

Name: Rachel Hall

Title: Learning Tours Program Director

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: 202-609-6353

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: Joanne Stiles
2. Sponsor(s) who will be paying for the trip: Cooperative for Assistance and Relief Everywhere, Inc (CARE)
3. City and State **OR** Foreign Country of Travel: Malawi
4. a. Date of Departure: November 2, 2019 Date of Return: November 8, 2018  
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 a Legislative Assistant I handle Rep. Morelle's work on the Ed & Labor Committee, as well as women's issues, economic development and poverty initiatives back in our district of Rochester, NY. This CARE Learning tour explic  
issues of women and girls' empowerment and health, and directly relates to the work of my policy portfolio.

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

Joseph Morelle

Date

10-3-19





U.S. House of Representatives

# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

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

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

1. Sponsor who will be paying for the trip: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent.  
*Signify that the statement is true by checking box:* ☒
3. **Check only one.** I represent that:
  - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☐ **OR**
  - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ **OR**
  - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒If "c" is checked, list the names of the additional sponsors: The Bill & Melinda Gates Foundation
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
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: November 2, 2019 Date of Return: November 8, 2019
7.
  - a. City of departure: Washington, DC
  - b. Destination(s): Lilongwe, Malawi
  - 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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# 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:
- CARE is host to the delegation and responsible for logistics and content of the trip. CARE is a leading humanita  
organization focused on combating global poverty. The Gates Foundation provided CARE a grant to fund  
various activities, including congressional tours providing educational opportunities on global 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 \$86/day in Lilongwe and \$81/day outside of Lilongwe +
- 2) Provide the reason for selecting the location of the event or trip: The U.S. government is an important  
development partner in Malawi working to support women's empowerment and economic inclusion
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Latitude 13 Degrees Hotel City: Lilongwe, Malawi Cost Per Night: \$150  
Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel Name: Sunbrid Ku Chawe Hotel City: Zomba, Malawi Cost Per Night: \$117  
Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
- Hotel Name: Makokola Retreat City: Mangochi, Malawi Cost Per Night: \$117  
Reason(s) for Selecting: The hotel offers western accommodations with ample security for the trip's activities.
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



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	\$4,985.67	\$534	\$420
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	\$1,326.46	Interpreters, Security, insurance, airport VIP service 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: September 30, 2019

Name: Eric Johnson

Title: Secretary and General Counsel

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

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

Telephone: 404-979-9410

Email: Eric.Johnson@care.org

If there are any questions regarding this form, please contact the Committee at the following address:

## Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

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





U.S. House of Representatives

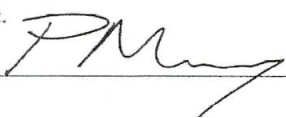
# COMMITTEE ON ETHICS

## Grantmaking Trip Sponsor Form

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

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

1. I certify that (name of your organization): Bill & Melinda Gates Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. ☒ Yes ☐ No
2. Name of Primary Trip Sponsor: CARE USA
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: 7/22/19

Name: Patrick Murray Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 500 N 5th Ave, Seattle, WA 98109

Telephone: 202-662-8130 Email: patrick.murray@gatesfoundation.org

If there are any questions regarding this form, please contact the Committee at the following address:

### Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, 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

October 29, 2019

Ms. Joanne Stiles  
Office of the Honorable Joseph D. Morelle  
1317 Longworth House Office Building  
Washington, D.C. 20515

Dear Ms. Stiles:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Malawi,<sup>1</sup> scheduled for November 2 to 8, 2019, sponsored by Cooperative for Assistance and Relief Everywhere, Inc. (CARE) and The Bill & Melinda Gates Foundation.

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

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

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



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

Sincerely,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch  
Chairman

A handwritten signature in blue ink, appearing to read "Kenny Marchant".

Kenny Marchant  
Ranking Member

TED/KM:jls



**Addendum A:**

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

We invited members of Congress who sit on the Congressional Caucus for Women's Issues, 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 maternal and child health and women and girls empowerment in Malawi and throughout the region.

**Invited House Congressional Members and Staffers**

- Rep. Brenda Lawrence (D-MI-14)
- Rep. Debbie Lesko (R-AZ-08)
- Rep. Liz Cheney (R-WY-At large)
- Rep. Madeline Dean (D-PA-04)
- Rep. Jenniffer Gonzalez-Colon (R-Puerto Rico-At large)
- Rep. Cheri Bustos (D-IL-17)
- Rep. Robin Kelly (D-IL-02)
- Rep. Elise Stefanik (R-NY-2)
- Rep. Rosa DeLauro (D-CT-03)
- Rep. Lucille Roybal-Allard (D-CA-40)
- Rep. Katherine Clark (D-MA-05)
- Rep. Kaptur Marcy (D-OH-09)
- Rep. Jaime Herrera Beutler (R-WA-03)
- Rep. Grace Meng (D-NY-06)
- Rep. Susan Wild (D-PA-07)
- Rep. Dina Titus (D-NV-01)
- Rep. Abigail Spanberger (D-VA-07)
- Rep. Terri Sewell (D-AL-07)
- Rep. Judy Chu (D-CA-27)
- Rep. Nydia Velazquez (D-NY-07)
- Rep. Sharice Davids (D-KS-03)
- Rep. Abby Finkenauer (D-IA-01)
- Rep. Gwen Moore (D-WI-04)
- Rep. Mikie Sherill (D-NJ-11)
- Rep. Jackie Speier (D-CA-14)
- Rep. Ayanna Pressley (D-MA-07)
- Rep. Jackie Walorski (R-IN-02)
- Rep. Martha Roby (R-AL-02)
- Rep. Virginia Foxx (R-NC-05)
- Rep. Vicky Hartzler (R-MO-04)
- Rep. Kay Granger (R-TX-12)



- Rep. Alma Adams (D-NC-12)
- Rep. Lauren Underwood (D-IL-14)
- Rep. Yvette Clarke (D-NY-09)
- Rep. Lisa Blunt Rochester (D-DL-ATL)
- Rep. Val Demings (D-FL-10)
- Rep. Lucy McBath (D-GA-06)
- Rep. Jahana Hayes (D-CT-05)
- Rep. Frederica Wilson (D-FL-24)
- Rep. Joyce Beatty (D-OH-03)
- Delia Kashat, Legislative Assistant, Rep. Brenda Lawrence (D-MI-14)
- Annie Clark, Legislative Assistant, Rep. Debbie Lesko (R-AZ-08)
- Stacy Thompson, Legislative Assistant, Rep. Chrissy Houlahan (D-PA)
- Jacqueline Sanchez, Chief of Staff, Rep. Rochester Blunt (D-DL-ATL)
- Kevin Diamond, Legislative Director, Rep. Rochester Blunt (D-DL-ATL)
- Molly Cole, Legislative Director, Rep. Gerry Connolly
- Emily Saleeby, Legislative Assistant, Rep. Joe Wilson (D-SC-2)
- Oren Adaki, Legislative Director, Rep. Joe Wilson (D-SC-2)
- Mike McCabe, Rep. Brian Fitzpatrick (R-PA-01)
- Samira Damavandi, Legislative Assistant, Rep. Barbara Lee (D-CA-13)
- Sara Matar, Legislative Director, Rep. Lee Zeldin (D-NY-01)
- Erica Riordan, Rep. Dina Titus (D-NV-01)
- Colleen Carlos, Legislative Director, Rep. Madeleine Dean (D-PA-04)
- Eyang Garrison, Deputy Chief of Staff/Legislative Director, Rep. Marcia Fudge (D-OH-11)
- Alex Ginis, Legislative Director, Rep. Jahana Hayes (D-CT)
- Madeline Daly, Legislative Assistant, Rep. Jahana Hayes
- Bethany Poulos, Legislative Assistant, Sen. Marco Rubio
- Lila Nieves-Lee, Legislative Assistant, Sen. Tim Scott
- Igor Khrestin, Policy Advisor, Sen. Cory Gardner
- Liz Banicki, Legislative Assistant, Sen. Dan Sullivan
- Thomas Rice, Legislative Director, (R-TX-10)
- Maura Gillespie, Communications Director, Rep. Adam Kinzinger (D-IL-16)
- Sarah Trister, Deputy CoS/Legislative Director, Rep. David Cicilline (D-RI-01)
- Daniel Bleiberg, Foreign Policy Advisor, Rep. Lois Frankel (D-FL-21)
- Gabriella Boffelli, Chief of Staff, Rep. Jenniffer Gonzalez-Colon
- Joanne (Jo) Stiles, Legislative Assistant, Joe Morelle (D-NY-25)
- Joseph Knowles, Chief of Staff, Rep. Brian Fitzpatrick (R-PA-01)
- Emery Boyer, Deputy Chief of Staff, Rep. Brian Fitzpatrick (R-PA-01)
- Natalia Gandia, Legislative Assistant, Rep. Jenniffer Gonzalez-Colon



**Addendum B:**

Cities of Departure:

**Saturday, November 2, 2019:**

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

**Sunday, November 3, 2019:**

12:50pm – Arrive in Lilongwe, Malawi (ET #877)

**Monday, November 4, 2019**

1:00pm – Depart Lilongwe, Malawi

2:00pm – Arrive in Zomba, Malawi

**Tuesday, November 5, 2019**

4:30pm – Depart Zomba, Malawi

5:00pm – Arrive in Mangochi, Malawi

Note: The delegation will be staying at Makakola Retreat on Tuesday, November 5<sup>th</sup> to reduce travel time to the airport and transfer time to Lilongwe the following morning (Mangochi is notably closer to Lilongwe than Zomba) and because this location has the capacity for a small charter plane to overnight on site.

**Wednesday, November 6, 2019**

7:30am – Depart Mangochi, Malawi

8:15am – Arrive Lilongwe, Malawi

**Thursday, November 7, 2019:**

2:20pm – Depart Lilongwe, Malawi (ET #876)

**Friday, November 8, 2019:**

8:15am – Arrive in Washington, DC (ET #500)

## CARE CONFIDENTIAL

### AGENDA: CARE Learning Tour to Malawi, November 2 – November 8, 2019

#### Saturday, November 2

#### Travel Day

11:00am Depart U.S. for Lilongwe, Malawi (ET #501)

#### Sunday, November 3

#### Lilongwe, Malawi

12:50pm Delegation arrives in Lilongwe, Malawi (ET #877)

1:30-2:00pm Transfer to hotel

2:00-5:00pm Downtime at hotel

5:00-5:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another.  
*Participants: Delegation and Learning Tours staff only.*

5:30-6:00pm Transfer to dinner

6:00-7:30pm Scene-Setter Dinner Briefing with INGO experts to gain social, political and historical context for women and girls' empowerment and maternal and child health in Malawi.  
*Note: Entire time will be allocated to discussing officially-connected programming.*  
*Participants: Delegation and Country Office representation from CARE*

7:30-8:00pm Transfer to hotel

*Overnight: Latitude 13 – Lilongwe, Malawi*

#### Monday, November 4

#### Lilongwe – Zomba, Malawi

9:00-10:30am Breakfast Briefing with the U.S. Mission to understand the U.S. government's priorities and development investments in Malawi, particularly related to health and women's and girls' empowerment  
*Note: Entire time will be allocated to discussing officially-connected programming.*  
*Participants: Delegation, 3-4 representatives from the U.S. Mission to Malawi*

10:30-11:00am Transfer to meeting

11:00-12:15pm Meeting with the Minister of Gender, Children and Community Development (requested) to learn about the health and development priorities of the Malawian government and discuss the bilateral relationship between Malawi and the United States  
*Participants: Delegation, officials from the Minister of Gender, Children and Community Development.*



12:15-1:00pm	Transfer to airport
1:00-2:00pm	Transfer to Zomba <i>Note: Lunch on the plane.</i>
2:00-2:30pm	Transfer to site visit 1
2:30-4:30pm	<u>Site Visit 1: One Community Dreams project</u> to meet with girls' club combatting child marriage and supporting girls' education in their community with integrated health services and HIV prevention <i>Participants: Delegation, 3-4 implementing staff from the center, 10-15 program participants.</i>
4:30-5:00pm	Transfer to hotel
5:00-6:30pm	Downtime
6:30-8:00pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly on the barriers that girls face in accessing education. <i>Note: Entire time will be allocated to discussing officially-connected programming.</i> <i>Participants: Delegation and Learning Tours staff only.</i>

*Overnight: Sunbird Ku Chawe – Zomba, Malawi*

**Tuesday, November 5**

**Zomba, Malawi**

*Breakfast on own*

8:30-9:45am	Transfer to site visit 1
9:45-11:15am	<u>Site Visit 1: Visit Real Fathers project</u> to understand the role of engaging men and boys and programs aimed at social behavior change within families to support girls' access to education <i>Participants: Delegation, 2-3 implementing staff from the center, 10-15 program participants.</i>
11:15-12:45pm	Transfer to site visit 2 <i>Note: Lunch in vehicles.</i>
12:45-2:15pm	<u>Site Visit 2: Join ONSE community health action group home visits</u> to learn about maternal and child health challenges and successful interventions leveraging community health workers to connect women to local clinics <i>Participants: Delegation, 2-3 implementing staff from the clinic, 5-7 program participants.</i>
2:15-3:45pm	<u>Site Visit 2: Tour ONSE rural clinic</u> to learn about services offered in a rural context and observe a capacity-building clinic training <i>Participants: Delegation, 2-3 implementing staff from the clinic, 10-15 program participants.</i>

3:45-4:30pm	Transfer to airstrip
4:30-5:00pm	Transfer to Makakola airport
5:00-6:30pm	Downtime
6:30-8:00pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly on the barriers to girls' access to education <i>Note: Entire time will be allocated to discussing officially-connected programming.</i> <i>Participants: Delegation and Learning Tours staff only.</i>

*Overnight: Makokola Retreat – Mangochi Lake Malawi, Malawi*

**Wednesday, November 6**

**Kasungu, Malawi**

7:00-7:30am	Transfer to airport
7:30-8:15am	Transfer to Lilongwe
8:15-10:15am	Transfer to site visit 1 <i>Note: Breakfast in vehicles.</i>
10:15-11:45am	<u>Site Visit 1: Visit Essential Gender-Based Violence (GBV) Prevention and Services project</u> to learn about the intersection of GBV and poverty and observe integrated services to combat GBV and economically empower women <i>Participants: Delegation, 2-3 implementing staff from the center, 6-8 program participants.</i>
11:45-12:30pm	Transfer to lunch
12:30-2:00pm	<u>Lunch with Elected Women Officials</u> who have graduated the 50:50 Campaign program to learn about the importance of and programming to support women's political participation in Malawi <i>Participants: Delegation, 3-5 women officials, 2-3 program staff.</i>
2:00-3:00pm	Transfer to site visit 2
3:00-5:00pm	<u>Site Visit 2: Visit Southern Africa Nutrition Initiative</u> to meet with community action groups, observe a growth monitoring intervention and village savings and loan women's group, and learn about the integration of efforts to promote agricultural development and women's economic empowerment while combatting malnutrition <i>Participants: Delegation, 4-5 program participants, 2-3 program staff.</i>
5:00-6:00pm	Transfer to hotel
6:00-7:00pm	Downtime
7:00-7:05pm	Transfer to U.S. Ambassador Reception



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 related to maternal and child health and women's and girls' empowerment in Malawi.  
*Location: Ambassador's Residence*  
*Participants: Delegation and 75-100 representatives from the U.S. Mission, international and local NGOs, activists, corporate partners, journalists, local government officials working on nutrition and development in Malawi.*

*Overnight: Latitude 13 – Lilongwe, Malawi*

**Thursday, November 7**

**Travel Day**

10:00-11:30am      Closing Brunch to reflect on the trip and discuss the issues explored on the trip, including U.S. investments women's economic independence, girls' access to education, maternal and child health, and women's empowerment.  
*Note: Entire time will be allocated to discussing officially-connected programming.*  
*Participants: Delegation and Learning Tours staff only.*

11:30-12:30pm      Final packing time

12:30-1:00pm      Transfer to airport

2:20pm      Delegation departs for home (ET #876)

**Friday, November 8**

**Travel Day**

8:15am      Delegation lands in Washington, DC (ET #500)



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

September 26, 2019

Ms. Jo Stiles  
Office of Representative Joe Morelle  
1317 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Stiles:

It is with great pleasure that I write to invite you to join CARE's next Learning Tour to Malawi to examine the impact of U.S. foreign assistance in promoting maternal and child health and women's empowerment. This trip will take place on November 2 – November 8, 2019 (including travel) and will include other congressional staff members, as well as key leaders from the Administration, corporate sector, and technical experts. We would be honored if you would join.

On your journey, you will explore issues of women's economic empowerment through savings and loans groups and technical training, food and nutrition security interventions, innovative health systems improving maternal mortality outcomes, and sustainable investments to address gender-based violence and child marriage. Furthermore, you will visit program sites and meet with program participants in Malawi to see firsthand the impact of critical U.S. investments in programs combatting poverty and building strong communities through empowering women and girls.

Located in Southeast Africa, Malawi is a landlocked country that relies heavily on imports of essential goods for its rapidly growing population. Although Malawi is notable for having 50 years of peaceful independence, it remains one of the poorest countries in the world. Malawi has one of the highest rates of child marriage globally, with almost half of all girls in Malawi married before 18-years-old, and 37 percent of children will be stunted by age five due to chronic malnutrition. However, with support of global investments, Malawi is making progress on certain development indicators. During the past fifteen years Malawi has experienced a 30 percent drop in under five mortality rates, innovative service models have significantly increased the percent of women giving birth in health facilities and Malawi is currently piloting a groundbreaking vaccine against malaria.

Travel on this CARE Learning Tour will take you off the beaten path to spend genuine time in communities. CARE Learning Tours highly prioritize time in the field, visiting program sites that allow you to meet with some of the most vulnerable beneficiaries of foreign assistance and to understand the impact of innovative programming supported by U.S. investments. We have over 10 years of experience implementing Congressional education trips, and CARE along with our partners have been working in many of the communities you will visit for decades, allowing us and other program implementers to bring delegations to uniquely remote areas. Through this experience, you will have a chance to understand both the successes as well as the challenges facing Malawi and the region, often articulated directly by the program participants themselves.

The United States is an active and critical partner in addressing health and development challenges. This Learning Tour will be a unique opportunity to explore these issues firsthand and return to Capitol Hill with a deeper understanding of how U.S. foreign assistance is helping to bolster communities, while also building a more stable and prosperous world for us all.

To allow enough time for planning, we appreciate a response indicating your interest in joining by **Tuesday, October 1, 2019**. We have asked Marielle Thete to provide further details on the trip and answer any questions you may have. You can reach her directly at [Marielle.Thete@care.org](mailto:Marielle.Thete@care.org) or (202)779-6847.

Thank you for considering this opportunity.

Sincerely,

David Ray  
Vice President for Policy & Advocacy, CARE USA



## CARE CONFIDENTIAL

### AGENDA: CARE Learning Tour to Malawi, November 2 – November 8, 2019

#### Saturday, November 2

#### Travel Day

11:00am Depart U.S. for Lilongwe, Malawi (ET #501)

#### Sunday, November 3

#### Lilongwe, Malawi

12:50pm Delegation arrives in Lilongwe, Malawi (ET #877)

1:30-2:00pm Transfer to hotel

2:00-5:00pm Downtime at hotel

5:00-5:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another.  
*Participants: Delegation and Learning Tours staff only.*

5:30-6:00pm Transfer to dinner

6:00-7:30pm Scene-Setter Dinner Briefing with INGO experts to gain social, political and historical context for women and girls' empowerment and maternal and child health in Malawi.  
*Note: Entire time will be allocated to discussing officially-connected programming.*  
*Participants: Delegation and Country Office representation from CARE*

7:30-8:00pm Transfer to hotel

*Overnight: Latitude 13 – Lilongwe, Malawi*

#### Monday, November 4

#### Lilongwe – Zomba, Malawi

9:00-10:30am Breakfast Briefing with the U.S. Mission to understand the U.S. government's priorities and development investments in Malawi, particularly related to health and women's and girls' empowerment  
*Note: Entire time will be allocated to discussing officially-connected programming.*  
*Participants: Delegation, 3-4 representatives from the U.S. Mission to Malawi*

10:30-11:00am Transfer to meeting

11:00-12:15pm Meeting with the Minister of Health to learn about the health and development priorities of the Malawian government and discuss the bilateral relationship between Malawi and the United States  
*Participants: Delegation, officials from the Minister of Gender, Children and Community Development.*

12:15-1:00pm	Transfer to airport
1:00-2:00pm	Transfer to Zomba <i>Note: Lunch on the plane.</i>
2:00-2:30pm	Transfer to site visit 1
2:30-4:30pm	<u>Site Visit 1: One Community Dreams project</u> to meet with girls' club combatting child marriage and supporting girls' education in their community with integrated health services and HIV prevention <i>Participants: Delegation, 3-4 implementing staff from the center, 10-15 program participants.</i>
4:30-5:00pm	Transfer to hotel
5:00-6:30pm	Downtime
6:30-8:00pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly on the barriers that girls face in accessing education. <i>Note: Entire time will be allocated to discussing officially-connected programming.</i> <i>Participants: Delegation and Learning Tours staff only.</i>

*Overnight: Sunbird Ku Chawe – Zomba, Malawi*

## **Tuesday, November 5**

**Zomba, Malawi**

*Breakfast on own*

8:30-9:45am	Transfer to site visit 1
9:45-11:15am	<u>Site Visit 1: Visit Real Fathers project</u> to understand the role of engaging men and boys and programs aimed at social behavior change within families to support girls' access to education <i>Participants: Delegation, 2-3 implementing staff from the center, 10-15 program participants.</i>
11:15-12:45pm	Transfer to site visit 2 <i>Note: Lunch in vehicles.</i>
12:45-2:15pm	<u>Site Visit 2: Join ONSE community health action group home visits</u> to learn about maternal and child health challenges and successful interventions leveraging community health workers to connect women to local clinics <i>Participants: Delegation, 2-3 implementing staff from the clinic, 5-7 program participants.</i>
2:15-3:45pm	<u>Site Visit 2: Tour ONSE rural clinic</u> to learn about services offered in a rural context and observe a capacity-building clinic training <i>Participants: Delegation, 2-3 implementing staff from the clinic, 10-15 program participants.</i>



3:45-4:30pm	Transfer to airstrip
4:30-5:00pm	Transfer to Makakola airport
5:00-6:30pm	Downtime
6:30-8:00pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly on the barriers to girls' access to education <i>Note: Entire time will be allocated to discussing officially-connected programming.</i> <i>Participants: Delegation and Learning Tours staff only.</i>

**Overnight: Makokola Retreat – Mangochi Lake Malawi, Malawi**

**Wednesday, November 6**

**Kasungu, Malawi**

7:00-7:30am	Transfer to airport
7:30-8:15am	Transfer to Lilongwe
8:15-10:15am	Transfer to site visit 1 <i>Note: Breakfast in vehicles.</i>
10:15-11:45am	<u>Site Visit 1: Visit Essential Gender-Based Violence (GBV) Prevention and Services project</u> to learn about the intersection of GBV and poverty and observe integrated services to combat GBV and economically empower women <i>Participants: Delegation, 2-3 implementing staff from the center, 6-8 program participants.</i>
11:45-12:30pm	Transfer to lunch
12:30-2:00pm	<u>Lunch with Elected Women Officials</u> who have graduated the 50:50 Campaign program to learn about the importance of and programming to support women's political participation in Malawi <i>Participants: Delegation, 3-5 women officials, 2-3 program staff.</i>
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5:00-6:00pm	Transfer to hotel
6:00-7:00pm	Downtime
7:00-7:05pm	Transfer to U.S. Ambassador Reception

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 related to maternal and child health and women's and girls' empowerment in Malawi.  
*Location: Ambassador's Residence*  
*Participants: Delegation and 75-100 representatives from the U.S. Mission, international and local NGOs, activists, corporate partners, journalists, local government officials working on nutrition and development in Malawi.*

*Overnight: Latitude 13 – Lilongwe, Malawi*

**Thursday, November 7**

**Travel Day**

10:00-11:30am      Closing Brunch to reflect on the trip and discuss the issues explored on the trip, including U.S. investments women's economic independence, girls' access to education, maternal and child health, and women's empowerment.  
*Note: Entire time will be allocated to discussing officially-connected programming.*  
*Participants: Delegation and Learning Tours staff only.*

11:30-2:15pm      Final packing time

2:15-2:45pm      Transfer to airport

3:55pm      Delegation departs for home (ET #876)

**Friday, November 8**

**Travel Day**

8:15am      Delegation lands in Washington, DC (ET #500)



CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

September 13, 2019

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

RE: CARE Learning Tour to Malawi (November 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 Malawi, which will include members and Congressional staff of the House of Representatives. This trip has been funded through the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation, with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by this grant include Congressional travel, and CARE is using some of the grant funds to support this specific trip. The Bill & Melinda Gates 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.



September 27, 2019

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

This letter is submitted in response to your request regarding a Learning Tour to Malawi scheduled to take place November 2-8, 2019. The Foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If we can provide any additional information, please contact me at [kim.webber@gatesfoundation.org](mailto:kim.webber@gatesfoundation.org) or 1.202.662.8195.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Webber".

Kim Webber  
Program Officer  
U.S. Policy, Advocacy and Communications  
Global Policy and Advocacy  
Bill & Melinda Gates Foundation