



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.**

- Name of Traveler: Stacy Thompson
- a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: February 15, 2020 Return: February 21, 2020  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
- Departure City: Washington, DC Destination: Kigali, Rwanda Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: UN Foundation, The Ariadne Getty Foundation
- Describe Meetings and Events Attended: Site visits to U.S.G. and UN-funded projects and programs. Meetings with UN in-country program directors and Rwandan government officials.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - 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*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- 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: \_\_\_\_\_

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES  
LEGISLATIVE RESOURCE CENTER  
2020 MAR -9 PM 3:54

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

Signature of Traveler:  Date: 3/9/20

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: Chrissy Houlahan Date: 3/9/20

Signature of Supervising Member:



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

- Sponsor(s) who paid for the trip: United Nations Foundation
- Travel Destination(s): Kigali, Nyabihu, Rubavu, Bigesera, and Nogma, Rwanda
- Date of Departure: Saturday, Feb. 15, 2020 Date of Return: Friday, Feb. 21, 2020
- Name(s) of Traveler(s): Stacy Thompson

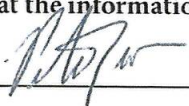
*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,513.35	\$812	\$293.90	\$50 (Rwanda visa)
Accompanying Family Member				

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

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

Signature:  Date: 3/1/20

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006

Telephone: 202-887-9040 (please ask for Micah Spangler) Email: mspanglar@unfoundation.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: Stacy Thompson
2. Sponsor(s) who will be paying for the trip: United Nations Foundation
3. Travel Destination(s): Rwanda
4. a. Date of Departure: February 15, 2020 Date of Return: February 21, 2020  
 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.**  
 I am the Legislative Assistant who handles Rep. Houlahan's Foreign Affairs Committee work. Site visits to UN programs in Rwanda that receive U.S. funding will better inform my work on the Africa, Global Health, and Human Rights Subcommittee.  
 \_\_\_\_\_  
 \_\_\_\_\_
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 *Chris Houlahan*

Date 1/15/2020



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: United Nations Foundation
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 Ariadne Getty 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 attached.
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: Saturday, Feb. 15, 2020 Date of Return: Friday, Feb. 21, 2020
7. a. City of departure: Washington, DC  
b. Destination(s): Kigali, Nyabihu, Rubavu, Bugesera, and Ngoma, Rwanda  
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:  
 Please see attached.  
 \_\_\_\_\_  
 \_\_\_\_\_
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): \_\_\_\_\_  
 Meals will be no more than \$84 per day in Kigali and \$42 per day while in the field.
    - 2) Provide the reason for selecting the location of the event or trip: Please see attached.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- |  |                             |                              |
|--|-----------------------------|------------------------------|
| Hotel Name: <u>Kigali Marriott Hotel</u>                     | City: <u>Kigali, Rwanda</u> | Cost Per Night: <u>\$203</u> |
| Reason(s) for Selecting: <u>Favorable cost and location.</u> |                             |                              |
| Hotel Name: _____  | City: _____                 | Cost Per Night: _____        |
| Reason(s) for Selecting: _____                               |                             |                              |
| 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 <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$1,840	\$812	\$378
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		\$50 (Rwanda visa)
For each Accompanying Family Member		

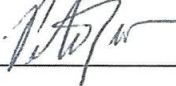
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

**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: 1/8/2020

Name: Peter Yeo

Title: Senior Vice President

Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006

Telephone: 202-887-9040 (please ask for Micah Spangler)

Email: mspangl@unfoundation.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): The Ariadne Getty Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  Yes  No
2. Name of Primary Trip Sponsor: United Nations Foundation
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: 1/10/20

Name: Ariadne Getty Title: President

Organization: The Ariadne Getty Foundation

Address: 400 S. Hope St. #1000 Los Angeles, CA 90071

Telephone: 310-463-4909 Email: gettleigh@gmail.com

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

**Committee on Ethics**  
U.S. House of Representatives  
1015 Longworth House Office Building, Washington, D.C. 20515  
Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

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

February 12, 2020

Ms. Stacy Thompson  
Office of the Honorable Chrissy Houlahan  
1218 Longworth House Office Building  
Washington, D.C. 20515

Dear Ms. Thompson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Rwanda,<sup>1</sup> scheduled for February 15 to 21, 2020, sponsored by the United Nations Foundation, with financial support from the Ariadne Getty 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.



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;jeb

**UNF Learning Trip to Rwanda**  
**Answers to Primary Trip Sponsor Form Questions 4, 12, and 15b2**

**4. Names and titles of all House invitees and explanation of why the individual was invited:**

The following individuals have been invited to participate in this learning trip to Rwanda because they work directly on issues related to U.S. foreign policy, U.S.-UN relations, humanitarian assistance, global health, international development, and/or U.S.-Africa relations.

Rep. Suzanne Bonamici

Rep. Brenda Lawrence

Justin Oswald, Chief of Staff

Rep. Grace Meng

Thomas Rice, Legislative Director

Rep. Michael McCaul

Samantha Schifrin, Legislative Assistant

Rep. David Price

Emily Weber, Legislative Assistant

Rep. Colin Allred

Stacy Thompson, Legislative Assistant

Rep. Chrissy Houlahan

Samira Damavandi, Legislative Assistant

Rep. Barbara Lee

**12. Description of the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:**

The United Nations Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for policymakers to observe U.S. and UN development, health, gender equality, and reconciliation efforts in Rwanda – a country that has become a vital post-conflict success story. UNF is partnering with the Ariadne Getty Foundation to sponsor this trip, but is handling all outreach to congressional offices, organizing all logistics, and is the primary contact for planning purposes.

Founded in 2004, the Ariadne Getty Foundation (AGF) is a U.S.-based 501(c)(3) non-profit organization that works with partners worldwide to improve the lives of individuals and communities through large-scale investments and hands-on advocacy, with a particular focus on promoting gender equality, protecting vulnerable women and girls, and advancing solutions that help combat extreme poverty in the developing world. The Ariadne Getty Foundation provided UNF with a grant to help fund this learning trip.

**15b2. Provide the reason for selecting the location of the event or trip:**

After the genocide against the Tutsi in 1994 many predicted Rwanda would become another failed state. The country, however, has transformed into a post-conflict success story. In the intervening years, the UN has become a fundamental partner in the reconstruction of Rwanda, helping rebuild a shattered nation and ensuring equality, justice, and reconciliation are essential elements of the country's national development agenda. Now 25 years after that ghastly tragedy shocked the international community's conscience, the range of UN agencies operating on the ground in Rwanda have become premier examples of "One UN"—a bold reform initiative designed to ensure the UN works together across numerous boundaries to achieve a common, shared mission.

Over the course of this trip, the delegation will see this vital work up close, along with that of key U.S. partners within the State Department and USAID to learn about how these international development successes could be potentially applied to other post-conflict settings in Africa. The delegation will travel to Kigali and the field to observe transformational projects that are combatting extreme poverty, accelerating early childhood development, overcoming regional health threats, empowering women and girls, and facilitating reconciliation.



**UNF Learning Trip to Rwanda  
February 15 – 21, 2020**

*\*\*All Times Local\*\*  
+7 hours from Washington, DC*

**Saturday, February 15 --- Travel**

*Attire: Casual.*

5:40pm Depart Dulles International Airport (IAD) on KLM 652 to Amsterdam  
*Flight time 7h25*

**Sunday, February 16 --- Travel/Arrival**

*Attire: Casual.*

7:05am Arrive Amsterdam  
*Layover 2h50*

9:55am Depart AMS on KLM 535 to Kigali  
*Flight time 8h20*

7:15pm Arrive Kigali International Airport (KGL)

8:00pm Transit via hired car to Kigali Marriott Hotel

Overnight Kigali Marriott Hotel  
KN 3 Avenue, Nyarugenge District, Kigali, Rwanda  
Tel: +250 222 111 111

**Monday, February 17 --- Kigali**

*Attire: Business casual.*

7:45am – 8:15am Breakfast at the hotel

8:15am – 8:30am Transit via hired car to UN Rwanda Office

8:30am – 9:00am **UN Security Briefing**

The delegation will receive a briefing from the UN Department of Safety and Security detailing the current political/security situation in Rwanda and provide guidance on any safety protocols that must be adhered to during the course of the learning trip.

*Location: UN Rwanda Office*

9:00am – 10:30am **UN Country Team Briefing**

The delegation will have high-level discussions with representatives from all of the primary UN agencies operating in Rwanda and receive a collective briefing to learn about the UN's primary mission and objectives in Rwanda.

This meeting is an important introduction for the delegation to gain an understanding of the Rwanda context, UN's overall footprint in Rwanda, its diverse and varied mandates, and how different agencies collaborate with the U.S. Government and other Development partners on a number of projects.

*Location: UN Rwanda Office*

10:30am – 11:15am Transit via hired car to Mara Phone Factory

11:15am – 12:30pm **Tour of Mara Phone Factory**

The delegation will tour the Mara Phone factory—the first smartphone manufactured exclusively in Africa. Mara Phone is committed to enhancing and enriching the lives of the people of Africa through long-term, high-quality job creation. The delegation will meet with factory leadership and workers to discuss economic developments in Rwanda.

This tour and meeting will help the delegation understand how the private sector, together with the Rwandan government, is working to achieve the UN Sustainable Development Goals in Rwanda, namely Goal 8 (Decent Work and Economic Growth) and Goal 9 (Industry, Innovation and Infrastructure).

*Location: Mara Phone Factory*

12:30pm – 1:00pm Transit via hired car to Repub Lounge

1:00pm – 2:00pm Lunch at Repub Lounge

2:00pm – 2:30pm Transit via hired car to RWASHOSCCO Coffee (USADF Recipient)

2:30pm – 3:30pm **Tour of RWASHOSCCO Coffee**

In post-genocide Rwanda, coffee farming has been a boon to small farmers looking to rebuild livelihoods. RWASHOSCCO is a women-run and Fair Trade Certified Small Holder Specialty Coffee Company in Kigali comprised of six farmers' cooperatives, representing the interests of nearly 14,000 farmers. RWASHOSCCO has built a strong reputation as one of Rwanda's top small coffee businesses with an internationally recognized Maraba Coffee brand.

The U.S. African Development Foundation, an independent federal agency established to support African-led development, provided RWASHOSCCO with a modest investment of \$100,000. RWASHOSCCO's business quickly developed and USADF provided a

second grant of \$392,200 to expand market growth opportunities and the company's visibility in the international specialty coffee space.

This visit demonstrates the important work USADF is doing to economically empower Rwandans, combat extreme poverty, and create communities of collaboration and prosperity.

*Location: RWASHOSCCO Coffee*

3:30pm – 4:00pm Transit via hired car to Gahaya Links (USADF recipient)

4:00pm – 4:45pm **Tour of Gahaya Links**

Gahaya Links is a handicraft company founded by sisters Joy Ndunguste and Janet Nkubana, who returned to Kigali after the genocide and realized the opportunity to use traditional Rwandan weaving as a means of income generation to help the thousands of women who were left as widows, single mothers, and orphans. They founded Gahaya Links as a training facility and marketplace to economically empower Rwandan women, and today manage a network of over 4,000 weavers. Gahaya Links is known for its traditional Rwandan baskets as well as other handicrafts, and were the first Rwandan handicraft export company to benefit from the African Growth and Opportunity Act (AGOA). USADF first invested in Gahaya Links in 2007, and since then they have had products sold in Macy's.

This visit demonstrates the important work USADF is doing to economically empower Rwandans, combat extreme poverty, and create communities of collaboration and prosperity.

*Location: Gahaya Links*

4:45pm – 5:00pm Transit via hired car to Kigali Marriot

5:00pm – 6:50pm Executive Time

6:50pm – 7:00pm Transit via hired car to Heaven Restaurant

7:00pm – 8:30pm **Working Dinner with U.S. Department of State and USAID**

The delegation will have a working dinner with Belinda Jackson Farrier, Deputy Chief of Mission, U.S. Embassy in Rwanda and Leslie Marbury, USAID Mission Director to discuss U.S.-Rwanda relations, joint U.S.-UN development projects, and upcoming opportunities for increased congressional engagement and dialogue.

This working dinner is critical to providing an official U.S. perspective on recent developments in Rwanda and preparing participants for the next two days, which will be spent travelling outside Kigali.

*Location: Heaven Restaurant*

The entirety of the allotted time for the working dinner will be spent covering officially-connected activity.

8:30pm – 8:40pm Transit via hired car to Kigali Marriott Hotel

Overnight Kigali Marriot Hotel

**Tuesday, February 18 --- Kigali/Field**

*Attire: Field Dress.*

5:30am – 6:00am Breakfast at the hotel

6:00am – 8:30am Transit via hired car to Nyabihu District to Visit Early Childhood Development Centers (ECD)

8:30am – 9:30 am **Visit Nyabihu Tea Factory ECD Center (Private Sector Model)**

*Location: Nyabihu District*

9:30am – 9:50 am Transit to Nyabihu Model ECD Center

9:50am – 11:30am **Visit Nyabihu Model ECD Center**

The delegation will meet with UN staff, local partners, mothers, caregivers, and children to see how the UN is offering parenting education opportunities, improving access to water, sanitary and hygiene facilities, and supporting child protection and nutrition initiatives through Private-Based and Model ECD Centers.

This visit will help the delegation understand how UN is working in rural settings to help working parents and at-risk children live healthy, productive lives.

*Location: Nyabihu District*

11:30am – 12:30pm Transit via hired car to Rubavu-Goma Border (lunch in the car)

12:30pm – 2:00pm **Observe Ebola Preparedness Activities**

The delegation will visit Rubavu District to see how One UN Rwanda is working with the Ministry of Health, Local Authorities, national and international partners to strengthen core capacities for risk communication, surveillance, early detection, rapid response and containment in the event of Ebola Virus Disease importation into Rwanda from DRC.

This visit will help the delegation understand the vital, lifesaving work the UN is undertaking, with support from the U.S. Government, to prevent Ebola

from spreading from Eastern DR Congo to Rwanda. These efforts are critical to ensuring major population centers in Rwanda and beyond are not afflicted by this deadly virus.

*Location: Rubavu District*

2:00pm – 5:45pm Transit via hired car to Kigali Marriott Hotel

5:45pm – 7:00pm Executive Time

7:00pm – 8:30pm **Working Dinner with UN Resident Coordinator and Heads of UN Agencies providing protection and assistance to people of concern in Rwanda**

The delegation will have a working dinner with the UN Resident Coordinator and Representatives of UNHCR, WFP, UNICEF, IOM, UNFPA, UNDP and UN WOMEN. The discussions will focus on recent evacuation of vulnerable people at risk stranded in Libya, currently hosted in Gashora Transit Centre awaiting durable solutions, as well as discuss on humanitarian assistance provided in response to Congolese and Burundian refugees in Rwanda.

To date, 306 People of Concern (PoCs) have been evacuated from Libya to Rwanda under Emergency Transit Mechanism framework set up following tripartite Memorandum of Understanding (MoU) signed on September 10, 2019 by the Government of Rwanda, African Union. and UNHCR to rescue the refugees and asylum-seekers from Libya. There are additional other 150,000 refugees hosted in Rwanda, including refugees from DRC (48.9%) and Burundian refugees (50.8%).

This dinner will update participants on these evacuation operations and provide a look-ahead at the potential impact the ongoing crisis in Burundi may have on Rwanda.

*Location: Kigali Marriot Hotel*

The entirety of the allotted time for the working dinner will be spent covering officially-connected activity.

Overnight Kigali Marriot Hotel

**Wednesday, February 19 --- Kigali/Field**

*Attire: Field Dress.*

7:00am – 7:30am Breakfast at the hotel

7:30am – 10:00am Transit via hired car to Ngoma District

10:00am – 11:30am **Meeting with Economic Empowerment of Rural Women in Rwanda (RWEE) Cooperative**



The delegation will meet with members of the RWEE Cooperative to learn how UN is enhancing rural women’s economic livelihoods, expanding political and civil society participation, and creating national gender responsive policies.

This visit will help the delegation understand how multiple UN agencies are working together to lift up female voices and achieve UN Sustainable Development Goal 5 (Gender Equality), Goal 1 (poverty) and Goal 2 (hunger).

*Location: Sake Sector, Ngoma District*

11:30am – 12:30pm Transit via hired car to Bugesera District (lunch in the car)

12:30pm – 3:30pm **Tour of Bugesera Pilot Reconciliation Villages**

The delegation will tour the Bugesera Pilot Reconciliation Villages—a unique community where genocide victims and genocide perpetrators who completed their prison sentences are living together peacefully and working together to implement development initiatives.

The UN is working with the Government, particularly the National Unity and Reconciliation Commission and Prison Fellowship Rwanda, to sustain the reconciliation efforts at community level through focusing on promoting peaceful cohabitation between genocide perpetrators and victims. This facilitates smooth reintegration of genocide perpetrators in the communities upon completion of their sentence.

This visit is important for the delegation to understand the resilience of the Rwandan people following the tragic genocide against the Tutsi of 1994 and the role the UN is playing in helping advance recovery, unity, and reconciliation.

Participants will meet directly with residents and hear their personal stories.

*Location: Bugesera District*

3:30pm – 4:00pm Transit via hired car to Nyamata Genocide Memorial

4:00pm – 5:30pm **Visit and Guided Tour of Nyamata Genocide Memorial Sites**

One of Rwanda’s National Genocide Memorial Sites, this memorial was built on the site of the Nyamata Catholic Church where some 5,000 people seeking safety were brutally murdered during the height of the Rwanda genocide. The memorial houses victims’ clothes and their belongings and mass graves situated behind the building contain the bodies of 45,308 genocide victims.

**The delegation will participate in a wreath laying ceremony.**

This visit is important for the delegation to understand the real-life impact of the tragic genocide against the Tutsi of 1994 and the massive societal progress Rwanda has made over the last 25 years.

*Location: Nyamata Genocide Memorial*

5:30pm – 6:30pm	Transit via hired car to Kigali Marriott Hotel
6:30pm – 7:00pm	Executive Time
7:00pm – 8:00pm	Dinner (no official programming)
	Location: Kigali Marriott Hotel
Overnight	Kigali Marriott Hotel

**Thursday, February 20 --- Kigali**

*Attire: Business.*

**7:30am – 9:00am Working Breakfast with Rwandan Government Officials**

The delegation will have a working breakfast with the Hon. Dr. Vincent Biruta, Minister of Foreign Affairs and International Cooperation and Hon. Uzziel Ndagijimana, Minister of Finance and Economic Planning to discuss Rwanda's foreign policy goals and economic development priorities, successes, and challenges.

The working breakfast will allow the delegation to interface directly with Rwandan government officials, ask questions about U.S.-Rwanda relations and previous site visits, and explore potential post-learning trip dialogue opportunities.

*Location: Kigali Marriot Hotel*

The entirety of the allotted time for the working breakfast will be spent covering officially-connected activity.

9:00am – 9:30am Transit via hired car to CARL Group Office

**9:30am – 11:00am Meeting with CARL Group YouthConnekt Beneficiaries**

The delegation will meet with Rwandan entrepreneurs Clarisse Murekatete (age 25), Ada Elyse Irirashenono (age 26), Larissa Uwase (age 26) and Regis Umugiraneza (age 30), co-owners of CARL Group, a youth-led Rwandan start-up focused on sustainable agriculture and green technology.

This meeting will introduce the delegation to young entrepreneurs who are working with 200 female sweet potato growers to manufacture Vit-A bread, a first of its kind sweet potato-based bread that aims to ensure locals have access to affordable nutrition options. The three young entrepreneurs were nominated in 2016 by the World Economic Forum on Africa as one of the top 5 female tech innovators on the continent and were YouthConnekt Beneficiaries, a youth empowerment program created in collaboration with the Government of Rwanda and the UN.

*Location: CARL Group Office*

11:00am – 11:30am Transit via hired car to Kacyiru Isange One Stop Center

11:30am – 1:00pm **Tour of Kacyiru Isange One Stop Center**

Supported in part by the UN, the Kacyiru Isange One Stop Center provides timely, affordable, and comprehensive support to victims of Gender Based Violence (GBV) and child abuse.

This visit will demonstrate how the UN, together with law enforcement and medical professionals, is supporting victims of GBV by reducing the distance they need to travel to report crimes, avoiding risks of tainted evidence, ensuring safety and security of victims, and enhancing coordination among various government agencies involved in responding to crimes committed against women and children.

*Location: Kacyiru Isange One Stop Center*

1:00pm – 1:15pm Transit via hired car to Brachetto Restaurant

1:15pm – 2:15pm **Working Lunch Debrief with UN Rwanda and U.S. Embassy Staff**

This working lunch will allow participants to discuss lessons learned, post-learning trip follow-up, and potential opportunities for continued engagement and coordination with UN Rwanda and U.S. Embassy staff.

The entirety of the allotted time for the working lunch will be spent covering officially-connected activity.

**NB: In case Rwandan Government Officials confirm their availability, they could also be invited to this lunch.**

*Location: Brachetto Restaurant*

2:15pm – 2:45pm Transit via hired car to Parliamentary Building

2:45pm – 3:45pm **Meeting with Rwandan Parliament Official**

The delegation will meet with Hon. Donatille Mukabalisa, Speaker, Chamber of Deputies, Parliament of Rwanda to discuss U.S.-Rwanda relations and the work the Government of Rwanda is taking, and has taken, to achieve UN Sustainable Development Goal 5 (Gender Equality).

This meeting will underscore the gains that post-genocide Rwanda has made and the lessons the country has learned in becoming a more inclusive society, particularly becoming the first nation in the world to achieve a female-majority national legislature.

*Location: Parliamentary Building*

3:45pm – 4:00pm Transit via hired car to Caplaki Craft Village  
4:00pm – 5:00pm **Tour of Caplaki Craft Village (Cultural Visit—Optional Activity)**

*Location: Caplaki Craft Village*

5:00pm – 5:30pm Executive Time and prepare for departure to airport  
5:30pm Transit via hired car to KGL  
8:20pm Depart Kigali on KLM 539 to Amsterdam via Entebbe  
10:30pm Arrive Entebbe  
*Passengers will not disembark*  
11:30pm Depart Entebbe on KLM 539 to Amsterdam  
*Flight time 8h30*

### **Friday, February 21 --- Travel**

*Attire: Casual.*

6:00am Arrive Amsterdam  
*Layover 7h20*  
1:20pm Depart AMS on KLM 651 to Dulles  
*Flight time 8h45*  
4:05pm Arrive IAD