



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, by email at gifttravelreports@mail.house.gov, 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: Sarah Markley
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: March 21, 2022 Return: March 27, 2022
 b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Dulles, Virginia Destination: Denmark; Kenya Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: United Nations Foundation; Eleanor Crook Foundation
6. Describe Meetings and Events Attended:
See Post-Trip Agenda attachment
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 *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box.
 b. If not, explain:

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

Signature of Traveler: Sarah Markley Digitally signed by Sarah Markley Date: 2022.04.11 18:35:03 -04'00' Date: 4/11/22

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: Michael T. McCaul Date: 4/11/22

Signature of Supervising Member: Michael T. McCaul



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; Eleanor Crook Foundation
- Travel Destination(s): Copenhagen, Denmark; Nairobi, Kenya
- Date of Departure: March 21, 2022 Date of Return: March 27, 2022
- Name(s) of Traveler(s): Sarah Markley

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	\$6,589.65	\$993.24	\$466.15	\$70 (Kenya visa); \$29 (airport expediter); \$140 (covid test) = \$239 total
Accompanying Family Member	N/A	N/A	N/A	N/A

- 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: Peter Yeo Date: 04/10/2022

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, D.C. 20006

Email: pyeo@unfoundation.org Telephone: (202) 887-9070

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

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

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

Name of Traveler: Sarah Markley

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

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

Signature: Sarah Markley

Digitally signed by Sarah Markley
Date: 2022.02.18 17:03:14 -05'00'

Name of Signatory (if other than traveler): N/A

For Staff (name of employing Member or Committee): House Foreign Affairs Committee - Minority

Office Address: 2120 Rayburn HOB, Washington, DC 20515

Telephone Number: 202-802-7083

Email Address of Contact Person: sarah.markley@mail.house.gov

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

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

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

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



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Sarah Markley
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
United Nations Foundation
3. City and State **OR** Foreign Country of Travel : Copenhagen, Denmark; Nairobi, Kenya
4. a. Date of Departure: March 21, 2022 Date of Return: March 27, 2022
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No 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)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.
Staff should include their job title and how the activities on the itinerary relate to their duties.
As the Professional Staff Member on the House Foreign Affairs Committee Republican staff covering UNICEF and children's issues more broadly, this trip would be extremely helpful to my understanding of UNICEF's work supporting the COVAX mechanism. It would also inform my understanding of child immunization efforts and global efforts to fight malnutrition, especially in light of challenges that have been exacerbated by the pandemic.
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

Date 02/18/2022



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:
Eleanor Crook Foundation
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):

See attachment 1 of 4
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: March 21, 2022 Date of return: March 27, 2022
7. a. City of departure: Dulles, Virginia (Washington Dulles International Airport)
b. Destination(s): Copenhagen, Denmark; Nairobi, Kenya
c. City of return: Washington, DC (Washington Reagan National Airport)
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; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



U.S. House of Representatives

COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
- See attachment 2 of 4
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 the 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):
- See attachment 3 of 4
- 2) Provide the reason for selecting the location of the event or trip:
- See attachment 4 of 4
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hotel Adina City: Copenhagen, Denmark Cost Per Night: \$184.00
Reason(s) for Selecting: Chosen due to security, availability of rooms, proximity to briefings and meetings, and airport.
- Hotel Name: Serena Hotel City: Nairobi, Kenya Cost Per Night: \$250.00
Reason(s) for Selecting: Chosen due to U.S. Embassy security recommendation, availability of rooms, proximity to briefings and meetings, and airport.
- Hotel Name: Four Points Sheraton Nairobi Airport City: Nairobi, Kenya Cost Per Night: \$160.00
Reason(s) for Selecting: Chosen due to U.S. Embassy security recommendation, availability of rooms, proximity to briefings and meetings, and airport.
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 the 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	\$7,543	\$1,212.00	\$599.00
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; \$50	Kenya Visa; COVID-19 PCR testing in Nairobi
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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Peter Yeo Date: 02/18/2022
 Name: Peter Yeo Title: Senior Vice President
 Organization: United Nations Foundation
 Address: 1750 Pennsylvania Ave NW, Suite 300, Washington, D.C. 20006
 Email: pyeo@unfoundation.org Telephone: (202) 887-9040

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

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

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance 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. Name of Primary Trip Sponsor: United Nations Foundation
2. Name of your organization: Eleanor Crook Foundation
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - 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. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **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.
7. I certify by my signature that
 - a. I read and understand the Committee's Travel Regulations;
 - b. I am not a registered federal lobbyist or registered foreign agent;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Kimberly Cernak Digitally signed by Kimberly Cernak
Date: 2022.02.17 08:51:09 -05'00' Date: 02/17/2022

Name: Kimberly Cernak Title: Managing Director

Organization: Eleanor Crook Foundation

Address: 1049 30th Street NW, Washington DC 20036

Email: kim@eleanorcrookfoundation.org Telephone: (202) 834-0207



U.S. House of Representatives

COMMITTEE ON ETHICS

INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

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

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

March 15, 2022

Ms. Sarah Markley
Committee on Foreign Affairs
2120 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Markley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Denmark and Kenya,¹ scheduled for March 21 to 27, 2022, sponsored by United Nations Foundation and Eleanor Crook Foundation.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 \$415 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.

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

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 \$415] 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,

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 "Jackie Walorski".

Jackie Walorski
Ranking Member

TED/JW:mc



**UNF Nutrition and Vaccine
Learning Trip to Denmark and Kenya
--- AGENDA ---
March 21-27, 2022**

All Times Local

Denmark +6 hours/Kenya +8 hours from Washington, DC

Monday, March 21 --- Travel

Attire: Casual.

6:15pm **Depart Dulles International Airport (IAD) via Scandinavian Airlines (SAS) on SK 926 overnight flight**
Flight time 7h 55m

Tuesday, March 22 --- Copenhagen

Attire: Business.

7:15am **Arrive Copenhagen International Airport (CPH)**

7:15am – 8:30am **Clear Customs, depart airport, and travel to Adina Hotel**

8:30am – 9:30am **Check in to hotel, executive time, & breakfast**
*Location: Adina Hotel
Amerika Pl. 7, 2100 København, Denmark
[+45 88 19 36 51](tel:+4588193651)*

9:30am – 9:45am **Travel to UNICEF Supply Division**

9:45am – 10:00am **Arrival and check-in at UNICEF Supply Division**
Location: UNICEF Supply Division (UN City Campus 2)

10:00am – 10:30am **Welcome and Overview of Supply Division operations**

Principle UNICEF SD speakers in attendance:

- *Etleva Kadilli, Director, UNICEF Supply Division*

Location: Conference Room (Innovation)

10:30am – 11:30am **Global Supply Hub Tour & Product Showroom**
Learn about products related to nutrition and immunization, including: Ready-to-use therapeutic food (RUTF), micronutrient powder, safe vaccine injection equipment, cold chain system and equipment, and personal protective equipment (PPE).

Principle UNICEF speakers in attendance:

- *Stephanie Brickman, Communications Manager, UNICEF Supply Division*
- *Susanne Fraise, Warehouse Manager, UNICEF Supply Division*
- *Alison Fleet, Technical Specialist, Medicines & Nutrition Centre, UNICEF Supply Division*
- *Grainne Moloney, Senior Adviser, Nutrition, UNICEF Programme Group*
- *Minh Tram Le, Nutrition Specialist, Programme Group, UNICEF Programme Group*

Location: Campus 2 Warehouse

11:30am – 11:45am **Coffee Break**

11:45am – 12:30pm **Ukraine Briefing**

Overview of the UNICEF supply and logistics response in Ukraine, to date.

Principle UNICEF speakers in attendance:

- *Etleva Kadilli, Director, UNICEF Supply Division*
- *Suvi Rautio, Deputy Director, Supply Programme, UNICEF Supply Division*

Location: Conference Room (Innovation)

12:30pm – 1:30pm **Lunch**

1:30pm – 2:30pm **COVID-19 Response Overview**

Overview of Supply Division's role in the UNICEF COVID-19 global response, from the onset of the outbreak to today. Engagement with U.S. Government will be highlighted. Focus on nutrition and the impact of pandemic on severe acute malnutrition will also be addressed.

Principle UNICEF speakers in attendance:

- *Etleva Kadilli, Director, UNICEF Supply Division*
- *Suvi Rautio, Deputy Director, Supply Chain, UNICEF Supply Division*
- *Tara Prasad, Chief a.i. Markets and Supplier Financing Centre, UNICEF Supply Division*
- *Grainne Moloney, Senior Adviser, Nutrition, UNICEF Programme Group*
- *Minh Tram Le, Nutrition Specialist, Programme Group, UNICEF Programme Group*

Location: Conference Room (Innovation)

2:30pm – 3:30pm **Spotlight on Vaccines: COVID-19 and Routine Immunization**

An overview of UNICEF's key role in vaccine rollout and supply and logistics of routine immunization, highlighting challenges, opportunities and results: Procurement; Cold Chain; Safe Injection Equipment; Logistics; Data/Dashboards

Principle UNICEF speakers in attendance:

- *Andrew Jones, Principal Adviser, Vaccine Centre, UNICEF Supply Division*
- *Jean Cedric Meeus, Chief, Global Transport Centre, UNICEF Supply Division*
- *Thomas Sorensen, Chief, Immunization Technologies Centre, UNICEF Supply Division*

Location: Conference Room (Innovation)

3:30pm – 3:45pm

Coffee Break

3:45pm – 4:45pm

Nutrition Spotlight

Overview of UNICEF Nutrition work, including UNICEF Nutrition strategy 2020-2030, with a focus on maternal nutrition and early childhood nutrition, early detection and treatment of child wasting, and prevention work. Topics will also cover UN GAP, No Time To Waste, and RUTF alternative formulations and study.

Principle UNICEF speakers in attendance:

- *Etleva Kadilli, Director, UNICEF Supply*
- *Akthem Fourati, Chief, Medicines and Nutrition Centre, UNICEF Supply Division*
- *Grainne Maired, Senior Adviser, Nutrition, UNICEF Programme Group*
- *Minh Tram Le, Nutrition Specialist, Programme Group, UNICEF Programme Group*
- *Yousif Almasri, Programme Assistant, Nutrition*

Location: Conference Room (Innovation)

4:45pm – 5:00pm

Follow-up discussion: Reflections & Wrap-Up

Principle UNICEF speakers in attendance:

- *Etleva Kadilli, Director, UNICEF Supply Division*

Location: Conference Room (Innovation)

5:00pm – 5:45pm

Reception & Group Photos

Location: Conference Room (Innovation)

5:45pm – 6:00pm

Travel to Hotel

6:00pm – 6:30pm

Executive Time

Location: Hotel Adina

6:30pm – 8:00pm

Group Dinner

Location: Hotel Adina

Overnight

Hotel Adina

Amerika Pl. 7, 2100 København, Denmark

[+45 88 19 36 51](tel:+4588193651)

Wednesday, March 23 --- Copenhagen

Attire: Business.

8:00am – 8:45am

Breakfast at the Hotel

Location: Hotel Adina

8:45am – 9:00am

Travel to UNICEF Supply Division

9:00am – 9:15am

Arrival at UNICEF Supply Division

Location: UNICEF Supply Division

9:15am – 9:45am

‘Coffee in the Tent’

A special tour of a UNICEF High Performance Tent — a new and improved multipurpose tent used in emergencies to meet various programmatic needs in education, health, nutrition, and child protection.

Principle UNICEF speakers in attendance:

- *Naveed Areeb Ahmad, Supply Specialist, Water, Sanitation and Education Centre, UNICEF Supply Division*
- *Hamdana Chowdhury, Contract Manager, Water, Sanitation and Education Centre, UNICEF Supply Division*

Location: UNICEF Supply Division

9:45 am – 10:30am

Kit - Packing Experience

An opportunity to view the Supply Division warehouse packing line, and view kits destined for shipment. Kit contents vary by day, but are expected to include [Midwifery](#) kits destined for Ukraine and [Interagency Emergency Health Kits](#) destined for Yemen.

Principle UNICEF speakers in attendance:

- *Susanne Fraisse, Warehouse Manager, UNICEF Supply Division*

Location: Campus 2 Warehouse

10:30am – 10:35am

Group Photo

Location: Campus 2 Warehouse

10:35am – 11:00am

Break/COVID-19 PCR rapid testing (onsite)

Location: Campus 2 Warehouse

11:00am – 11:30pm

Transfer to UN City, Campus 1

11:30am-12:15pm

Spotlight on Procurement Services & Supply Financing

An overview of UNICEF’s role in supporting governmental efforts to leverage domestic resources and accelerate access to supplies for children, through UNICEF’s global knowledge, purchasing capacity and logistics experience. Pre-financing and special contracting interventions will be highlighted, including the Vaccine Independence Initiative (VII) Revolving Fund and Nutrition Match Fund.

Principle UNICEF SD speakers in attendance:

- *Hanne Bak Pedersen, Deputy Director, Supply Programme*
Location: UN City, Campus 1

12:15pm-1:00pm

Spotlight on Supply Chain Systems Strengthening

Overview of UNICEF’s role in supporting countries in improving the sustainability and resiliency of supply systems, including:

- Supply Chain Digitalization to enable verification, visibility, end-user monitoring (EUM) and traceability
- Supply chain analytics to support investment cases
- Private Sector engagement for regional and local supply chain services
- Local procurement - regionalization of supply chains
- Supply chain professionalization - capacity building of staff

Principle UNICEF SD speakers in attendance:

- *Ken Legins, Chief, Supply Chain Strengthening Centre*
Location: UN City, Conference Room

1:00pm – 2:00pm

Lunch with The United Nations Office for Project Service (UNOPS) on nutrition and vaccine interventions. UNOPS leadership will discuss their role in supporting procurement, financing, delivery, partnership, innovation, and/or project management around health, immunization and nutrition. In addition, they will discuss the pandemic’s impact on these operations, both in Copenhagen and in Kenya. As well as its private sector partnerships in Kenya, in collaboration with the Government of Kenya.

Principle UNOPS speaker in attendance:

- *Emilie Potvin, Director, Liaison and Partnerships*
Location: UN City Conference Room

2:00pm – 2:30pm

UN City tour

Walking tour of UN City while being briefed on UN's presence in Copenhagen, the architectural significance and highlights of UN City.

Principle UN speakers in attendance:

- *Flemming Johannesen, Head of UN City Communications |*
Location: UN City, Campus 1

2:30pm – 3:45pm

Spotlight on Product Innovations

Overview presentation and interactive marketplace on product innovations related to nutrition, COVID-19, disability, and maternal health, including:

- Complimentary Feeding Bowl
- Oxygen Plant-in-a-Box
- Assistive Technology
- Project Play
- Drone Delivery

- Non-Pneumatic Anti-Shock Garment
- Vaccine Micro-Array Patches

Principle speakers in attendance:

- *Noah Mataruse, Innovation Manager, Product Innovation Centre, UNICEF Supply Division*
- *Other Product Innovation Centre staff - TBC*

Location: Campus 1, Innovation

3:45pm – 4:00pm

Coffee/Administrative Break

4:00pm – 5:00pm

Pre-Briefing on Kenya

In anticipation of the delegation’s trip to Kenya, UNICEF will provide an overview of UNICEF engagement and collaboration with the U.S. government and the Government of Kenya, with an emphasis on nutrition interventions in Kenya.

Principle UNICEF speakers in attendance:

- *Samuel Kweku Ocran, Regional Adviser, Supply, East and Southern Africa Region – virtual*
- *Christiane Rudert, Regional Advisor, Nutrition, East and Southern Africa Region – virtual*

Location: Campus 1, Innovation

5:00pm – 5:15pm

Travel to Hotel

5:15pm – 5:45pm

Executive Time

5:45pm – 6:00pm

Travel to Dinner

6:00pm – 7:30pm

Dinner at Restaurant Koefoed

Location: Landgreven 3, 1301 Copenhagen, Denmark

Overnight

Hotel Adina

Amerika Pl. 7, 2100 København, Denmark

[+45 88 19 36 51](tel:+4588193651)

Thursday, March 24 --- Travel Day Denmark to Kenya

Attire: casual.

3:30am – 4:00am

Travel from hotel for airport

4:00am – 6:25am

Arrive at airport and check in

6:40am

Depart Copenhagen International Airport (CPH) via Lufthansa
833 to Frankfurt International Airport, Frankfurt (FRA)

Flight time 1hr 30 mins

8:10am **Arrive Frankfurt International Airport (FRA), Frankfurt**

11:15am **Depart Frankfurt International Airport (FRA) via Lufthansa 590 to Jomo Kenyatta International (NBO)**
Flight time 8hrs

9:15pm **Arrive Jomo Kenyatta International Airport (NBO), Nairobi**

9:15pm – 10:30pm **Clear Customs, depart airport, and travel to hotel**

10:30pm **Travel to Nairobi Hotel Serena**

Overnight Nairobi Hotel Serena
Kenyatta Avenue / Processional Way,
[Nairobi, Kenya](#)

Friday, March 25 --- Nairobi

Attire: Business Casual.

8:00am – 9:00am **Breakfast with Ministry of Health**
Scene-setting overview of Kenya Ministry of Health of country leadership of COVID-19 response, immunization campaigns, and the pandemic's effect on routine immunization and severe acute malnutrition.

Principle Speakers in Attendance: Dr. Nazila Genatra (MoH Head of Strategic Programmes; Dr. Lucy Mecca (Head of National Vaccines and Immunization Programme)

Location: Nairobi Hotel Serena
Kenyatta Avenue / Processional Way,
[Nairobi, Kenya](#)

9:00am – 9:30am **Travel to Mbagathi Hospital**

9:30am – 10:00am **Courtesy Visit and Overview of Mbagathi Hospital**
Overview from Hospital Administrator and Nairobi Metropolitan Services Health Director

Location: Mbagathi Hospital

10:00am – 12:00pm **Tour of Mbagathi Hospital**
Learn about urban health and nutrition service delivery supported by Government of Kenya/Ministry of Health to see broad-based COVID vaccinations (with U.S.-donated and COVAX vaccines) and routine

immunization; understand how the COVID-19 pandemic has impacted service delivery of routine immunizations and nutrition services.

Vaccine

- Accompanied by USAID implementing partner TaPS, who works with Nairobi Metropolitan Services on: policy, planning, and coordination; supply chain and logistics; and health care worker training and supervision. Small group discussion with clinical staff on vaccines.
- Opportunity to speak directly to patients to understand their experience with pandemic, child immunization, nutrition services, facilitated by USAID implementing partners.
- Observation of COVID-19 vaccines

Nutrition

- Tour of inpatient pediatric severe acute malnutrition ward, opportunity to observe care.
- Opportunity to observe health worker providing outpatient severe acute malnutrition services on rounds.
- Focus group discussion with community members to understand stories around impact of COVID-19 on malnutrition.

Principles in Attendance:

- *Francis Wambua, UNICEF/Kenya Nutrition Advisor*
- *Silah Kimanzi, USAID/ Child Health and WASH Specialist*
- *Teresa Simiyu, USAID/ HIV Care & Treatment Pediatrics Specialist*
- *Andrew Thaiyah, USAID/ Global Health Security Advisor*
- *Ricardo Echalar, USAID/ Regional Emerging Threats Advisor*

Location: Mbagathi Hospital

12:00pm – 12:15pm **Travel to lunch**

12:15pm – 1:15pm **Working Lunch**

Debrief on Mbagathi Hospital experience, spending time with Nairobi EPI manager and UNICEF Immunization and Nutrition experts. Scene-setting from CDC personnel on Emergency Operations Center (EOC) visit to follow.

Location: Sarova Panafic Nairobi Hotel

PR56+X6 Nairobi, Kenya

1:15pm – 1:30pm **Travel to Emergency Operations Center (EOC)**

1:30pm – 2:30pm **Tour of Emergency Operations Center**

Learn about primary functions of national Emergency Operations Center

(EOC), with support from CDC, to coordinate prevention, surveillance, and response activities public health emergencies and disease outbreaks; understand Incident Management System model for responding to public health emergencies

- Link to network of county EOCs across country, and linkages to vaccine support efforts.

Principles in Attendance:

- *Mr. Daniel Wako (Site Officer)*
- *Hillary Limo – Acting Director of the PHEOC, Kenya Ministry of Health*
- *Dr. Abhijeet Anand, CDC Global Immunization Division*

*Location: Kenyatta National Hospital
Hospital Rd, MRX4+FQ Nairobi, Kenya; +254202726300;*

2:30pm – 3:15pm

Travel to Hotel

3:15pm – 4:45pm

Briefing with U.S. Embassy and USAID Mission

Learn about the malnutrition and COVID-19 situation in Kenya and the impact of the U.S. government and UN efforts on child immunization and nutrition program delivery and priorities. CDC and USAID provide country health briefing.

Participants: Ricardo Echalar (USAID); Heidi O’bra (Dep. Dir, Health, Population, Nutrition, USAID)

Location: Hotel Serena – Amani Conference Room

4:45pm – 5:15pm

Executive Time

Location: Hotel Serena

5:15pm – 6:00pm

Travel to Dinner

*Location: About Thyme Restaurant
Eldama Ravine Rd, Nairobi, Kenya*

6:00pm – 8:00pm

Dinner with Sanku “Project Healthy Children” Leadership

Learn more from Leah Tronel, Director of Development, Sanku created technology to help fortify small flour and grain mills in Kenya to provide vitamins and nutrients to support the needs especially in rural communities. Food fortification is the addition of key vitamins and minerals (iron, folic acid, iodine, vitamin A, zinc, etc.) to staple foods to improve their nutritional content and address a nutritional gap in a population.

Participants: Leah Tronel, Director of Development, Sanku

*Location: About Thyme Restaurant
Eldama Ravine Rd, Nairobi, Kenya*

8:00pm – 9:00pm **Optional Shopping/Cultural Experience to Masai Market**

Overnight Nairobi Serena Hotel
Kenyatta Avenue / Processional Way, [Nairobi](#), [Kenya](#)

Saturday, March 26 --- Nairobi

Attire: Field Dress

8:00am – 8:30am **Check out of hotel & COVID Testing for Flight Back to the US** (Bring all luggage down to bus)

8:30am – 9:30am **Working breakfast**
Learn about UNICEF and World Health Organization (WHO), cooperation and support for COVAX in-country vaccine procurement and delivery, and COVID-19 national immunization drives

Principle Speakers in Attendance: UNICEF Country Representative Ms. Maniza Zaman; WHO Country Representative Dr. Juliet Nabyonga

Location: Hotel Serena – Amani Conference Room

9:30am – 10:30am **Coffee Discussion on the impact of the historic drought in East Africa**
UNICEF & World Food Program will brief on the impact of the historic drought affecting more than 13 million people who are facing severe hunger.

Location: Hotel Serena – Amani Conference Room

10:30am – 11:45am **Travel to Kitengela**

12:00pm – 1:00pm **Kitengela Central Vaccine Store (CVS)**
MoH facility has cold chain equipment, including ultra-cold chain equipment used to facilitate for COVID-19 vaccines, including USG Donated Pfizer vaccines, provide bigger national picture of impact on routine immunization. USAID support for routine immunization. Ministry of Health (with UNICEF support) facilitated visit to Ministry of Health central COVID-19 vaccine storage facility in Kitengela, with briefing on how the COVID-19 and routine immunization vaccines are distributed around the country, and discussion of synergies between COVID-19 vaccine delivery and routine immunization interventions.

Location: Kitengela

1:00pm – 1:15pm Travel to lunch

1:15pm – 2:15pm **Outdoor lunch in Kitengela**

Lunch briefing from UNICEF Kenya on engagement with the Government of Kenya to support its 'Big Four Agenda' across different sectors, including to enhance food and nutrition security and ensure universal health coverage for all.

- UNICEF supports nutrition interventions for COVID-19 patients, maternal, infant and young child nutrition and the treatment of severe acute malnutrition.
- Procurement and distribution of therapeutic food and micronutrients supplements.
- Training of health and nutrition workers and community volunteers; development of messages and materials to support behavior change for improved nutrition.

Location: Sandalwood Restaurant

2:15pm – 2:30pm

Travel to Ready to Use Therapeutic Food (RUTF) facility

2:30pm – 3:45pm

RUTF Manufacturing Facility Tour

Visit RUTF manufacturing facility, a critical component to addressing and treating severe acute malnutrition and famine. Opportunity to view USAID and UNICEF-supported products in various stages of production. Talk to technical team about ensuring safety of products; sample RUTF products.

- Opportunity to highlight and discuss impact of historically serious country-wide drought, worst in 40 years.

Location: Special Economic Zone, Kitengela, Nairobi

3:45pm – 4:45pm

Travel to airport hotel

4:45pm – 5:45pm

Upload COVID-19 test and travel documents to airport system

Location: Four Points Sheraton

9042/1044 Tower Avenue Jomo Kenyatta Intl Airport, Kenya

Phone: +254 709 760000

5:45pm – 7:15pm

Executive time; Shopping at hotel gift shop; Freshen up before dinner and overnight flight.

Location: Four Points Sheraton

9042/1044 Tower Avenue Jomo Kenyatta Intl Airport, Kenya

Phone: +254 709 760000

7:15pm – 8:45pm

Trip debrief and dinner

Location: Four Points Hotel Lower Terrace Restaurant

9042/1044 Tower Avenue Jomo Kenyatta Intl Airport, Kenya

Phone: +254 709 760000

8:45pm – 9:15pm

Travel to Jomo Kenyatta Intl. Airport

9:15pm - 11:35pm

Check-in for Kenyan Airlines to New York

11:35pm **Depart Jomo Kenyatta Intl (NBO)** via Kenya Airways 02 to John F. Kennedy International, New York, (JFK)
Flight time 15hrs

Sunday, March 27 --- Nairobi, Kenya

7:35am **Arrive in John F. Kennedy International, New York (JFK)**

9:15am **Depart John F. Kennedy (JFK)** on Delta 5668 arrive Ronald Reagan National Airport, Washington (DCA)
Flight time 1hr 23mins