



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: Claire Osborn
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify)
3. a. Dates: Departure: Sunday, May 29, 2022 Return: Saturday, June 4, 2022
b. Dates at Personal Expense, if any: OR None
4. Departure City: Washington, DC Destination: Kuala Lumpur Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: New York Center for Foreign Policy Affairs
6. Describe Meetings and Events Attended: Roundtable- U.S. Malaysia Economic Cooperation (specifically palm oil). i.e. MPOC, MPOA, MPOB and the American Malaysian Chamber of Commerce. Meeting with the Ministry of Human Resources and other Ministry representatives. Meeting with US Abassador. Tour Port Authority. Tour Palm Oil Plantation.
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: Claire Osborn Date: 6/13/22

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: Andy Barw Date: 6/13/22

Signature of Supervising Member: Andy Barw
Version date 3/2021 by Committee on Ethics





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# 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: New York Center for Foreign Policy Affairs
- Travel Destination(s): Kuala Lumpur Malaysia
- Date of Departure: May 29, 2022 Date of Return: June 4, 2022
- Name(s) of Traveler(s): Claire Osborn

*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	6800	675	350	
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: Claire Osborn Date: \_\_\_\_\_

Name: Claire Osborn Title: Senior Legislative Assistant

Organization: Office of Congressman Andy Barr

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

Address: 2430 Rayburn House Office Building

Email: claire.osborn@mail.house.gov Telephone: (202) 225-4706

*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.





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# COMMITTEE ON ETHICS

## TRAVELER FORM

- Name of Traveler: Claire Osborn
- Sponsor(s) who will be paying or providing in-kind support for the trip:  
New York Center for Foreign Policy Affairs
- City and State **OR** Foreign Country of Travel : Kuala Lumpur, Malaysia
- a. Date of Departure: ~~5/30/22~~ 5/29/22 Date of Return: 6/4/22  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
- 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:
- 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:
- 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.*
- 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.  
Senior Legislative Assistant  
As Rep. Barr's Senior Agriculture and economy staffer this trip would introduce me to the Malaysian agriculture market + help educate me on potential trade cooperation between the U.S. + Malaysia
- Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
- 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 Andy Barr Date 5/3/22



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# 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:
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*
3. **Check only one.** I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
  - c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_
7. a. City of departure: \_\_\_\_\_  
b. Destination(s): \_\_\_\_\_  
c. City of return: \_\_\_\_\_
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:



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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:
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):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_
- Reason(s) for Selecting: \_\_\_\_\_
- 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 the box.*





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### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee			
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		
For each Accompanying Family Member		

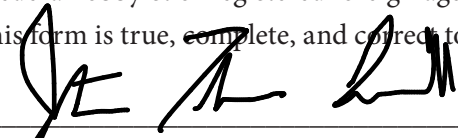
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

### 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:  \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



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# 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: \_\_\_\_\_

2. Name of your organization: \_\_\_\_\_

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.

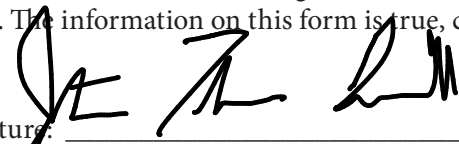
7. I certify by my signature that

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:  \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_



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# 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://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

May 25, 2022

Ms. Claire Osborn  
Office of the Honorable Andy Barr  
2430 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Osborn:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Malaysia,<sup>1</sup> scheduled for May 29 to June 4, 2022, sponsored by New York Center for Foreign Policy Affairs.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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.

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

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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 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>.

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:tn



## Visit to Kuala Lumpur, Malaysia

Sunday, 29 May 2022 – Saturday, June 4th 2022

**Flight to Depart Washington D.C. 8:40pm EST**

**Arrival at KUALA LUMPUR Departure +2**

### Day 1 - Tuesday, 31 May 2022

Time	Activity
8:25am	Arrive at Kuala Lumpur International Airport (KLIA)
10:00am	Depart for Hotel – Grand Hyatt Kuala Lumpur, 12, Jalan Pinang, Kuala Lumpur, 50450
12.30pm – 6.00pm	Free & Easy
6.30pm – 10.00pm	Welcome Dinner HOSTED BY NEW YORK CENTER FOR FOREIGN POLICY AFFAIRS <b>(Official Focus: Meeting with NYCFPA Staff and delegation to introduce everyone and meet delegation)</b>

### Day 2 – Wednesday, 01 June 2022

Time	Activity
	<b>Option 1 – Roundtable &amp; Meetings</b>
8.30am – 9.30am	Meet & Greet Light Refreshments  A brief description of the officially-connected purpose <b>(Official Focus: Brief delegation on meetings and objectives of the delegation visit)</b>
9.30am – 11.30am	<u>Roundtable</u> Theme: US/Malaysia Economic Cooperation  Datuk Nageeb Wahab Chief Executive Malaysian Palm Oil Association T3-08-09, UOA Business Park 1, Jalan Pengaturcara U1/51A



	<p><i>Potential invitees:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Industry and related government agencies ie MPOC, MPOA, MPOB</i></li> <li>▪ <i>American Malaysia Chamber of Commerce</i></li> </ul>		<p>40150 Shah Alam, Selangor, Malaysia <b>(Official Focus on Economic and Trade cooperation)</b></p>
11.45am – 12.45pm	Lunch		<p>(PROVIDED BY NEW YORK CENTER FOR FOREIGN POLICY AFFAIRS) <b>(Official Focus: debriefing of morning meetings with Trade Association Representatives)</b></p>
1.30pm – 2.30pm	Meeting with Tuan Haji Asri Bin Ab Rahman, Director General, Department of Labour, Ministry of Human Resources (TBC)		<p>Tuan Haji Asri Bin Ab Rahman Director General Department of Labour Peninsular Malaysia Level 5, Block D3, Complex D Pusat Pentadbiran Kerajaan Persekutuan 62530 Putrajaya, Malaysia <b>(Focus on labor rights, human rights and worker conditions)</b></p>
2.45pm – 3.45pm	Meeting with Dato’ Amran bin Mohamed Zin, Deputy Secretary General (Bilateral Affairs), Ministry of Foreign Affairs (TBC)		<p>Dato’ Amran bin Mohamed Zin Deputy Secretary General (Bilateral Affairs) Ministry of Foreign Affairs Wisma Putra, No 1, Jalan Wisma Putra Presint 2 62602 Putrajaya, Malaysia <b>(Focus on US/Malaysian relations, how to improve, industry cooperation)</b></p>
3.50pm	Depart for Hotel		
5.00pm onwards	Free and easy   Dinner		

### Day 3 – Thursday, 02 June 2022

Time	Activity
7.00am – 8.15am	Breakfast at the Hotel <b>(Official Focus: Discussion on meeting objectives for site visit)</b>
8.30am	Depart for Carey Island

10.00am – 10.05am	Welcome Remarks <i>by Mr Mohamad Helmy Othman Basha, Group Managing Director, Sime Darby Plantation Berhad (Official Focus: discussion / overview of plantation operations)</i>
10.05am – 10.30am	Presentation on Industry and Sustainability <i>by Mr Mohd Haris Mohd Arshad, Managing Director, Sime Darby Oils (Official Focus: discussion on sustainability of harvesting and production operations)</i>
10.40am – 11.40am	Field Demo <b>(Official Focus: On-site overview of site operations)</b> <ul style="list-style-type: none"> <li>▪ Best Agricultural Practices &amp; Palm Oil Mill Processes</li> <li>▪ Harvesting - Motorised Cutter Machine, Crop Evacuation</li> <li>▪ Mature Upkeep - Strip Spraying</li> <li>▪ Immature Upkeep - Circle Spraying</li> <li>▪ Drone Technology</li> </ul>
11.50am – 12.50pm	Estate Visit <b>(Official Focus: On-site overview of working conditions and discussions with on-site employees on quality of life)</b> <ul style="list-style-type: none"> <li>▪ Meet and greet with workers at the community hall.</li> <li>▪ Drive through - worker's housing, creche, clinic, sundry shop, temple, mosque, field, playground etc. (official purpose to get first hand accounts of the labor force on site of working conditions, living conditions, and the quality of life for the families of employees)</li> </ul>
1.00pm – 1.30pm	Visit to the Sime Darby Plantation Musuem <b>(Official focus: history of the plantation operations and industry)</b>
1.40pm – 2.40pm / 1.00pm – 2.00pm	Lunch @ Hatter's Castle <i>(old planter's resident at the Estate) Provided by NYCFPA (Official Focus: informal discussions with On-site Management)</i>
2.30pm – 3.30pm / 2.30pm – 3.30pm	Visit to the Mah Meri Cultural Village <b>(Official Focus: to view how industry and local communities work in cooperation to preserve and protect the cultural heritage of the indigenous community)</b>
3.30pm	Depart for Hotel
5.00pm onwards	Free and easy   Dinner

## Day 4 – Friday, 03 June 2022

Time	Activity	Remarks
9:00 – 11:30 A.M.	Meetings with: Datuk Seri Mustapa Mohamed, Prime Minister's Department (Economic Affairs) Ministry of International Trade and Industry (MITI) and staff	<b>(Official Focus: discussion on International Trade issues between the United States and Malaysia. Examine how trade impacts Malaysia.</b>

	Venue: Grand Hyatt Kuala Lumpur	
12:00 – 1:15	Free & Easy   Lunch	
2:30 P.M - 6:00 P.M.	Meetings and Tour of Port Authority Meeting with Executive Director and Senior Staff	<b>Official Focus - First-hand view of the trade infrastructure of maritime transportation sector</b>
6:30 P.M.	Free & Easy   Dinner	

### Day 5 - Saturday, 4 June 2022

Time	Activity	Remarks
7.00 am	Delegation to leave for KLIA	

**Arrival Back to the US on Saturday June 4<sup>th</sup> at 5:00 pm EST**