



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:
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify):
3. a. Dates: Departure: Return:
b. Dates at Personal Expense, if any: OR None
4. Departure City: Destination: Return City:
5. Sponsor(s), Who Paid for the Trip:
6. Describe Meetings and Events Attended:
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: Andrew Lock Date: 06/21/22

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: Ranking Member John Katko Date: 06/21/22

Signature of Supervising Member: [Handwritten Signature]



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: New York Center for Foreign Policy Affairs
- Travel Destination(s): Kuala Lumpur, Malaysia
- Date of Departure: 05/29/2022 Date of Return: 06/04/2022
- Name(s) of Traveler(s): Andrew Lock, Scott Friedman, Claire Sutton, Jonathan Dewitte

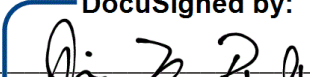
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

- 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	\$15,000.00	\$900.00	\$250.00	Increase in the good faith estimate on transportation costs was due to increased airline fees and late booking at the same class level as listed on the pre-approval forms.
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: 06/16/2022

Name: Justin Russell FB007C40938C466... Title: Principal Director

Organization: New York Center for Foreign Policy Affairs

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

Address: 1101 Pennsylvania Ave. NW Suite 300 Washington, DC 20004

Email: justin.russell@nycfpa.org Telephone: 202-503-4089

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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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: _____

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: _____

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): _____

Office Address: _____

Telephone Number: _____

Email Address of Contact Person: _____

- 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.



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TRAVELER FORM

1. Name of Traveler: _____
2. Sponsor(s) who will be paying or providing in-kind support for the trip:

3. City and State **OR** Foreign Country of Travel : _____

4. a. Date of Departure: _____ Date of Return: _____

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.**

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 _____



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PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
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		

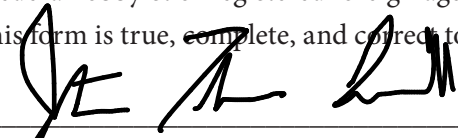
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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



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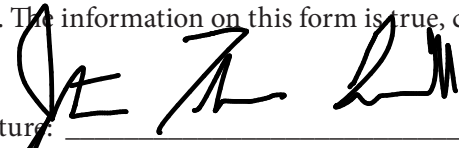
ADDITIONAL TRIP SPONSOR FORM

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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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

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1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
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May 25, 2022

Mr. Andrew Lock
Committee on Homeland Security
H2-176 Ford House Office Building
Washington, DC 20515

Dear Mr. Lock:

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

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 government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the 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>.

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

Sincerely,



Theodore E. Deutch
Chairman



Jackie Walorski
Ranking Member

TED/JW:tn

NYCPCA Transfer List

Name	Arrival Date	From	Flight	Estimated time of arrival	Transport
Justin Russell	27 May	HKG – KUL	CX 725	16:40hrs	MPV # 1
Scott Friedman	31 May	DOH - KUL	QR 844	08:25hrs	MPV # 2
Claire Sutton Osborn	31 May	DOH- KUL	QR 844	08:25hrs	
Bimbo Walter Gonzales	31 May	DOH – KU	QR 844	08:25hrs	
Lauren Maltese	31 May	DOH – KUL	QR 844	08:25hrs	
Katherine Cosgrove	31 May	DOH – KUL	QR 844	08:25hrs	MPV # 3
Johnathan DeWitte	31 May	DOH – KUL	QR 844	08:25hrs	
Andrew Charles Lock	31 May	DOH - KUL	QR 844	08:25hrs	

Departure transfers

Name	Departure Date	Sectors	Flight	Departur e Time	Pick up from hotel	Transport
Katherine Cosgrove	03 June	KUL – DOH	QR 853	02:45am	2 June @ 11:30pm	MPV # 1
Claire Sutton Osborn	04 June	KUL – NRT	NH 816	07:15am	4 June @ 04:30am	MPV # 2
Lauren Maltese	04 June	KUL – NRT	NH 816	07:15am	4 June @ 04:30am	
Johnathan DeWitte	04 June	KUL – NRT	NH 816	07:15am	4 June @ 04:30am	
Justin Russell	04 June	KUL – NRT	NH 816	07:15am	4 June @ 04:30am	
Scott Friedman	04 June	KUL - SGN	VN 674	3:20pm	4 June @ 12:15pm	MPV # 3
Bimbo Walter Gonzales	04 June	KUL – DOH	QR4990	9:20pm	4 June @ 6:15pm	MPV # 4
Andrew Charles Lock	04 June	KUL – NRT	JL 724	10:50pm	4 June @ 7:30pm	MPV # 5



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 (Official Focus: Meeting with NYCFPA Staff and delegation to introduce everyone and meet delegation)

Day 2 – Wednesday, 01 June 2022

Time	Activity
	Option 1 – Roundtable & Meetings
8.30am – 9.30am	Meet & Greet Light Refreshments
	A brief description of the officially-connected purpose (Official Focus: Brief delegation on meetings and objectives of the delegation visit)
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"> ▪ <i>Industry and related government agencies ie MPOC, MPOA, MPOB</i> ▪ <i>American Malaysia Chamber of Commerce</i> 		<p>40150 Shah Alam, Selangor, Malaysia (Official Focus on Economic and Trade cooperation)</p>
11.45am – 12.45pm	Lunch		<p>(PROVIDED BY NEW YORK CENTER FOR FOREIGN POLICY AFFAIRS) (Official Focus: debriefing of morning meetings with Trade Association Representatives)</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 (Focus on labor rights, human rights and worker conditions)</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 (Focus on US/Malaysian relations, how to improve, industry cooperation)</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 (Official Focus: Discussion on meeting objectives for site visit)
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 (Official Focus: On-site overview of site operations) <ul style="list-style-type: none"> ▪ Best Agricultural Practices & Palm Oil Mill Processes ▪ Harvesting - Motorised Cutter Machine, Crop Evacuation ▪ Mature Upkeep - Strip Spraying ▪ Immature Upkeep - Circle Spraying ▪ Drone Technology
11.50am – 12.50pm	Estate Visit (Official Focus: On-site overview of working conditions and discussions with on-site employees on quality of life) <ul style="list-style-type: none"> ▪ Meet and greet with workers at the community hall. ▪ 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)
1.00pm – 1.30pm	Visit to the Sime Darby Plantation Musuem (Official focus: history of the plantation operations and industry)
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 (Official Focus: to view how industry and local communities work in cooperation to preserve and protect the cultural heritage of the indigenous community)
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	(Official Focus: discussion on International Trade issues between the United States and Malaysia. Examine how trade impacts Malaysia.

	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	Official Focus - First-hand view of the trade infrastructure of maritime transportation sector
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 4th at 5:00 pm EST