



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: Sebastian Wigley
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: August 13, 2022 Return: August 20, 2022
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Dulles, Virginia Destination: Abuja, Nigeria Return City: Dulles, Virginia
5. Sponsor(s), Who Paid for the Trip: United Nations Foundation; Bill & Melinda Gates 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: Date: 09/06/22

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: Young Kim Date: 09/06/22

Signature of Supervising Member:




TRAVELER FORM

1. Name of Traveler: Sebastian Wigley
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 : Nigeria
4. a. Date of Departure: August 13, 2022 Date of Return: August 20, 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: N/A
(2) Relationship to Traveler: Spouse Child Other (specify): N/A
(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 Legislative Assistant covering foreign affairs for Rep. Young Kim, one of the issues I handle is global immunization, which my boss has been active on. My boss has pushed to get COVID-19 vaccines to developing countries, and continue funding R&D for an HIV/AIDS vaccine. This trip will help me better understand what efforts the U.S. is undertaken to get people vaccinated for polio, which is resurfacing in areas with low immunization rates, and serve as an opportunity to see government investments in Nigeria's health security at work.
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 07/12/2022



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

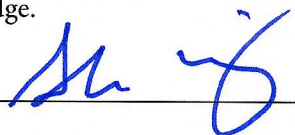
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, 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: Sebastian Wigley

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): Rep Young Kim

Office Address: 1306 Longworth House Office Building, Independence Ave. Washington DC

Telephone Number: 202-225-4111

Email Address of Contact Person: alex.keledjian@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

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:

Bill & Melinda Gates Foundation

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

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: August 13, 2022 Date of return: August 20, 2022

7. a. City of departure: Dulles, Virginia (Washington Dulles International Airport)

b. Destination(s): Abuja, Nigeria

c. City of return: Dulles, Virginia (Washington Dulles International 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: Transcorp Hilton Hotel City: Abuja, Nigeria Cost Per Night: \$265.00
- Reason(s) for Selecting: Chosen due to security, availability of rooms, proximity to briefings and meetings, and airport.
- 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.*



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	\$4,908.60	\$1,590	\$952.5
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$160	Nigeria Visa
For each Accompanying Family Member	N/A	N/A

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: 07/26/2022

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

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

July 29, 2022

Mr. Sebastian Wigley
Office of the Honorable Young Kim
1306 Longworth House Office Building
Washington, DC 20515

Dear Mr. Wigley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Nigeria,¹ scheduled for August 13 to 20, 2022, sponsored by United Nations Foundation and the Bill & Melinda Gates Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$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:rp



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



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: _____

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: _____



United Nations Foundation Trip to

NIGERIA

August 13 – 20, 2022

ITINERARY: Abuja and Federal Capital Territory (FCT)

All times local

Nigeria is +5 hours ahead of Washington

Saturday 13 August

TRANSIT: Washington > Frankfurt | ATTIRE: Casual

1810 Depart Washington IAD on Lufthansa #417 for Frankfurt airport
Flight time: 8 hrs

Sunday 14 August (Day 1)

TRANSIT: Washington > Abuja | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0810 Arrive Frankfurt Airport for connection

1115 Depart Frankfurt on Lufthansa #594 for Abuja International Airport

1620 Arrive Abuja, Nigeria

1620 – 1715 **Arrival and customs protocol**

1715 – 1815 Transit via car to Transcorp Hilton

Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

1815 – 1830 **Check into Transcorp Hilton Hotel**

Location: 1 Aguiyi Ironsi Street, Abuja, 900001



1830 – 1930	Executive Time
1930 – 2130	Welcome dinner Working dinner with USG and UN points of contact who will be interacting with the group throughout the week. Scene-setting of site visits, overviews of field programs around polio eradication, child immunization, COVID-19 response, and pandemic preparedness. <i>Location: Zuma Grill, Ground Floor, Transcorp Hilton</i> <i>In Attendance: U.S. Government and United Nations points of contact (POCs)</i>
Overnight	Transcorp Hilton 1 Aguiyi Ironsi Street Abuja, 900001

Monday 15 August (DAY 2)

LOCATION: Abuja/Federal Capital Territory | HOTEL: Transcorp Hilton | ATTIRE: Business

0630 – 0745	Breakfast at hotel <i>Location: Bukka Restaurant, Ground Floor, Transcorp Hilton</i>
0745 – 0830	Transit via car to U.S. Embassy Plot 1075 Diplomatic Drive, Central District Area, Abuja, Nigeria
0830 – 0900	Regional Security Briefing <i>Location: Ekiti Conference Room, U.S. Embassy</i>
0900 – 1030	Overview Session with U.S. Embassy Nigeria Country Team Meeting with key U.S. Embassy leaders and staff for a situational overview of global health, child immunization, and polio eradication, as well as the broader economic and political situation in the country. <i>Location: Ekiti Conference Room, U.S. Embassy</i> <i>Principal speakers: U.S. Ambassador to Nigeria Mary Beth Leonard; Representatives from CDC and USAID; CDC, USAID, DoD, Political and Economic Directors and their Deputies, CDC and USAID Program Directors, PEPFAR Coordinator</i>



- 1030 – 1100 Transit via car to UN House
Plot 617, Diplomatic Zone, Central Area District, Abuja, Nigeria
- 1100 – 1230 **Meeting with WHO and UNICEF Country Leads and working lunch**
Engagement with the WHO Country Representative Dr. Walter Kazadi Mulombo and UNICEF Country Representative Mr. Peter Hawkins for an overview of WHO- and UNICEF-supported portfolios to Nigeria’s polio eradication, immunization, and COVID-19 vaccination efforts.
Location: *Conference room, UN House*
- Participants:** *Representatives from WHO, UNICEF, CDC, USAID, and USG Coordinators*
- 1230 – 1300 Transit via car to the National Primary Health Care Development Agency
Plot 681/682 Port Harcourt Crescent, Garki, Abuja
- 1300 – 1400 **Meeting with Executive Director of the National Primary Health Care Development Agency (NPHCDA)**
High-level discussion and overview with the NPHCDA Executive Director Dr. Faisal Shuaib on Nigeria’s polio eradication efforts, improvement in routine immunization coverage, COVID-19 vaccination uptake efforts, and primary health-care system strengthening efforts.
Location: *War Room, NPHCDA*
- Principal speakers:** *Executive Director of NPHCDA Dr. Faisal Shuaib; Polio EOC Incident Manager, Dr. Usman Adamu; Director of Disease Control and Immunization, Dr. Bassey O. Bassey; Representatives from CDC, USAID, WHO, UNICEF, and USG Coordinators*
- 1300 – 1430 Transit via car to the Polio EOC
1 Agatu Close, Garki, Abuja
- 1430 – 1600 **Meeting with Polio Emergency Operations Centre (EOC) Members, including Global Polio Eradication Initiative Leads**
Discussion of the current polio situation in-country; how polio programs continued despite COVID-19; integration of polio infrastructure/personnel/ knowledge/relationships into the national public health system; and the process



of transitioning polio assets to provide long-term strengthening of the national immunization system.

Location: Conference room, National Polio EOC

Principal speakers: Incident Manager of the Polio EOC, Dr. Usman Adamu; Deputy Incident Manager, Dr. Ngozi Nwosu; GPEI and other polio partners; EOC Members, Representatives from CDC, USAID, WHO, UNICEF, and USG Coordinators

1600 – 1630 Transit via car to Transcorp Hilton

1630 – 1730 **Executive time**

1730 – 1800 Transit via car to the U.S. Ambassador’s Residence
Maitama, Abuja

1800 – 2000 **Working Dinner with U.S. Ambassador to Nigeria Mary Beth Leonard**
Overview and scene-setting of U.S. government presence in and collaboration with the Government of Nigeria around global health and child immunization.

Location: Ambassador’s Residence, Abuja Nigeria

Guests: Leads and Representatives from CDC, USAID, WHO, UNICEF

2000 – 2030 Transit via car to Transcorp Hilton

Overnight Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Tuesday 16 August (DAY 3)

LOCATION: Abuja/FCT | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0830 Breakfast at hotel
Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

0830 – 0900 Transit via car to National Strategic Cold Store
Plot 3750 Bill Clinton Drive, Airport Road, opposite Presidential Wing, Abuja

- 0900 – 1030 **Site Visit: Walk-through of the National Strategic Cold Store (NSCS)**
Walk-through of the NSCS. Explanation of the supply chain distribution for polio, COVID-19, and routine immunization vaccines from the time they arrive in-country to receipt at service delivery points.
Location: Plot 3750 Bill Clinton Drive, Airport Road
- Principal speaker:** Director of Logistics and Health Commodities, Pharmacist Hauwa Tense; Mandate Secretary for Health and Human Services Secretariat, WHO FCT Coordinator, UNICEF Vaccine Management Team
- 1030 – 1100 Transit via car to Aleyita Primary Healthcare Center (PHC)
Aleyita, along Airport Road
- 1100 – 1200 **Site Visit: Aleyita Primary Health Center (PHC), AMAC**
Observation of health facility active case search, and engagement with area council DSNOs on AFP surveillance review.
Location: Aleyita PHC, AMAC
- Participants:** Mandate Secretary for Health and Human Services Secretariat, Acting Executive Secretary FCT PHCB, Director Public Health, State Epidemiologist, State Immunization Officer, State Logistics Officer, National and FCT Coordinator for Rotary International, USG POCs, WHO FCT Coordinator
- 1200 – 1230 Transit via car to Pasha Restaurant
11 Cassandra Crescent, off Usuma St, Abuja
- 1230 – 1315 **Lunch**
Location: Pasha Restaurant
- 1315 – 1345 Transit via car to the Federal Capital Territory Administration (FCTA) Secretariat
No 1 Kapital Road, Garki 900103, Abuja
- 1345 – 1545 **Bilateral Engagement with the Honorable Minister for the Federal Capital Territory (FCT)**
Introductory meeting with the Minister for FCT, Mallam Mohammed Musa Bello, to discuss FCT's public health systems' successes and challenges.
Location: Conference room, FCTA Secretariat



Participants: Mandate Secretary for Health and Human Services Secretariat, USG POCs, WHO FCT Coordinator

1545 – 1600	Transit via car to the Federal Ministry of Health Federal Secretariat Complex Phase III, Shehu Shagari Way, Central Business District, Abuja, FCT
1600 – 1730	Meeting with the Honorable Minister of Health High-level discussion and overview with the Minister of Health, Dr. Osagie Ehanire, around the value of the bilateral engagement between the U.S. Government and the Government of Nigeria; Nigeria’s public health infrastructure; the country’s strategy to tackle outbreaks such as the ongoing Monkeypox outbreak; and activities to strengthen the Federal Ministry of Health’s Port Health Services to ensure improvements in securing Nigerian borders. This discussion will allow for the delegation to have a broad understanding of the Government of Nigeria’s health priorities and challenges. Location: <i>Conference room, Ministry of Health</i> Participants: <i>U.S. Ambassador Leonard; CDC Country Director Dr. Mary Boyd; USAID Mission Director Anne Patterson; Mandate Secretary for Health and Human Services Secretariat; UNICEF Representative in Nigeria Peter Hawkins, FMoH Technical Management Team, USG POCs, WHO FCT Coordinator, PHC Coordinator Dr. Emmanuel Okpetu</i>
1730 – 1800	Transit via car to Transcorp Hilton
1800 – 1900	Executive Time
1900 – 1930	Transit via car to City View Restaurant 7 Cape Town, Wuse, Abuja
1930 – 2130	Dinner Location: <i>City View Restaurant</i>
2130 – 2200	Transit via car to the Transcorp Hilton
Overnight	Transcorp Hilton



1 Aguiyi Ironsi Street
Abuja, 900001

Wednesday 17 August (DAY 4)

LOCATION: Abuja/FCT | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0830 Breakfast at hotel

0830 – 0900 Transit via car to Family Health Clinic
Family Health Clinic Area 2, Garki 1, Abuja

0900 – 1030 **Site Visit: Family Health Clinic**
Observation of the conduct of integrated routine immunization and COVID-19 vaccination. Interact with health-care workers on vaccine management practices and other cold chain investments. Participate in vaccinating children with polio vaccines.

Location: Patient area of Family Health Clinic

Participants: Mandate Secretary for Health and Human Services Secretariat; Acting Executive Secretary FCT PHCB; Director, Public Health; State Epidemiologist; State Immunization Officer; State Logistics Officer; UNICEF VSL, National and FCT Coordinator for Rotary International; USG POCs; WHO FCT Coordinator

1030 – 1100 Transit via car to Environmental Sample Collection Site
WUPA sewage treatment plant, Abuja Municipal Area Council

1100 – 1230 **Site Visit: Demonstration of Environmental Sample Collection**
Observation and interaction with surveillance officers as they collect environmental samples to test for polio and other diseases. Demonstration of the polio environmental surveillance platform as a catalyst for disease detection and national health security.

Location: WUPA sewage treatment plant

Participants: Mandate Secretary for Health and Human Services Secretariat; Director Public Health, State Epidemiologist; FCT Disease Surveillance and Notification Officer (DSNO); USG POCs, WHO FCT Coordinator



1230 – 1300

Transit via car to Jiwa Ward
Abuja Municipal Area Council (AMAC)

(Lunch: The delegation will have boxed lunches during transit)

1300 – 1430

Meeting with the Chief of Jiwa and Traditional Leaders in the Community

Visit with traditional leaders to understand the historical role they have played in the country's polio eradication efforts, and how they are supporting the Nigerian government with COVID-19 vaccination efforts. Additionally, engage with AVADAR community surveillance informants to discuss how their structures have contributed to strengthening the country's surveillance system.

Location: *Emir of Jiwa's Palace*

Participants: *Mandate Secretary for Health and Human Services Secretariat; Acting Executive Secretary FCT PHCB; Director, Public Health; State Epidemiologist; FCT Disease Surveillance and Notification Officer (DSNO); State Monitoring and Evaluation Officer; State Immunization Officer; National and FCT Coordinator for Rotary International; USG Coordinators; UNICEF Representatives, WHO FCT Coordinator; WHO Surveillance Officer; Rotary International*

1430 – 1515

Transit via car to Integrated Health Program
23 Ibrahim Tahir Lane, Cadastral Zone, Utako, Abuja

1515 – 1700

Tabletop Exercise: Updating a Microplan

Engage in a tabletop exercise and walk through the process of improving a microplan. The microplan is an important tool for health-care planning and service delivery. It identifies population location and helps with the rationalization of team workload in the delivery of immunization services.

Location: *Conference room, Integrated Health Program*

Participants: *Technical Staff from CDC, USAID, WHO, UNICEF, and USG Coordinators*

1700 – 1730

Transit via car to Transcorp Hilton

1730 – 1900

Executive Time

1900 – 2130

Working Dinner at with FCT Stakeholders



Working dinner with the Minister of FCT, Minister of State for FCT, and other principal stakeholders to reflect on the past two days' activities and share information between the delegation and key government stakeholders supporting polio immunization and child health in FCT.

Location: *Bukka Restaurant (outdoor table), Ground Floor, Transcorp Hilton*

Participants: *Honorable Minister for FCT Mallam Mohammed Musa Bello; Honorable Minister of State for FCT Dr. Ramatu Tijani Aliyu; Mandate Secretary for Health and Human Services Secretariat; USG POCs; WHO FCT Coordinator; UNICEF Representatives*

2130 – 2200 Transit via car to the Transcorp Hilton

Overnight Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Thursday 18 August (DAY 5)

LOCATION: Abuja | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0845 Breakfast at hotel

0845 – 0915 Transit via car to Integrated Health Program (IHP)
23 Ibrahim Tahir Lane, Cadastral Zone, Utako, Abuja

0915 – 1100 **Meeting with U.S. Government Implementing Partners (Poster Session)**
Meet with some of the USG's implementing partners to glean insights from activities conducted, program successes, challenges, lessons learned and opportunities for strengthening polio, routine immunization, surveillance, COVID-19 vaccination efforts, and PHC systems in Nigeria.
Location: *Integrated Health Program*

Participants: *Representatives of CDC, USAID, AFENET, IHP, CGPP, Sydani, WHO, UNICEF*

1100 – 1130 Transit via car to Rotary International
30 Cairo Street, Wuse 2, FCT Abuja



- 1130 – 1300 **Lunch Meeting with the Nigerian National Polio Plus Committee (NNPC) and Representatives of Religious Leaders**
Engage with Rotary International to learn about the role the organization has played in supporting the polio eradication effort in Nigeria. The delegation will discuss with religious leaders the role they have played in supporting the polio eradication efforts in Nigeria. (*Lunch will be provided during this session.*)
Location: *Rotary International*
- Participants:** *District Governor, Dr. Goddy Nnadi; NNPC Chairman, Joshua Hassan; Baba Adini, CAN Representative; Representatives from CDC, USAID, WHO, UNICEF*
- 1300 – 1315 Transit to Area 10 Parade Ground
- 1315 – 1430 **Discussion with Polio Survivors & Parasoccer Activity**
The delegation will split into small groups to speak with polio survivors, in order to understand how polio has impacted their lives. They will also be able to observe a parasoccer match.
Location: *Parade Ground*
- 1430 – 1500 Transit via car to Nigeria Governors Forum
51, Lake Chad Crescent, Maitama, Abuja
- 1500 – 1600 **Meeting with the Chairman of the Nigeria Governors Forum**
Meet with the Chairman of the Nigeria Governors Forum to discuss how the U.S. Government and UN collaboration is supporting the efforts of improving the immunization landscape in Nigeria.
Location: *Nigeria Governors Forum*
- Participants:** *U.S. Ambassador to Nigeria Mary Beth Leonard; CDC Country Director Dr. Mary Boyd; USAID Mission Director Anne Patterson; WHO Representative Dr. Walter Mulombo; UNICEF Representative Mr. Peter Hawkins; USG POCs*
- 1600 – 1630 Transit via car to Transcorp Hilton
- 1630 – 1830 **Executive Time**
- 1830 – 1900 Transit via car to Cilantro Restaurant
Ibrahim Babangida Blvd, Maitama 900271, Abuja, Nigeria



1900 – 2100 **Working Dinner with Private Sector Guests**
Host private sector health and immunization implementers to understand public-private engagement in polio eradication and vaccine delivery.
Location: Cilantro Restaurant

Participants: USAID Private Sector Liaisons; Representatives from Dangote Foundation

2100 – 2130 Transit via car to Transcorp Hilton

Overnight Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Friday 19 August (DAY 6)

LOCATION: Abuja/FCT | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0800 Breakfast at hotel

0800 – 0830 Transit via car to Federal Medical Centre, Jabi
Plot 95 Research & Institutions District, beside EFCC HQ/NOUN, Abuja, Nigeria

0830 – 0945 **Site Visit: Federal Medical Centre**
Observation of routine immunization and COVID-19 vaccination sessions.
Location: Federal Medical Center, Jabi

Principal speakers: Chief Medical Officer Professor Saad; Head of Clinical Service, Dr. Joseph Ezechilla; CDC, USAID, WHO and UNICEF Representatives, USG POCs

0945 – 1015 Transit via car to the National Reference Lab
Gaduwa, Abuja

1015 – 1130 **Briefing with Director General of Nigeria Center for Disease Control (NCDC)**
Engage with the DG NCDC on challenges and opportunities in advancing GHSA objectives, and discuss ways in which the USG might be able to further support GHSA in Nigeria both in International Health Regulations capacity development



and other National Public Health Institute activities. This visit will also include a tour of the National Reference Laboratory (NRL) to observe lab diagnostic facilities, discuss the importance of resilient health systems, the integration and data-sharing of country-wide disease detection, and the country's response to the current Monkeypox outbreak.

Location: *National Reference Laboratory (NRL)*

Principal Speaker: *NCDC Director General Dr. Ifedayo Adetifa; Representatives from CDC, USAID, WHO and UNICEF*

1130 – 1200

Transit via car to Nkoyo
Ceddi Plaza, 264 Tafawa Balewa Rd, Central Area, Abuja

1200 – 1400

Working Lunch and Debrief

Discuss observations, reflections, and learnings from meetings and site visits

Location: *Nkoyo Restaurant*

Participants: *Deputy Chief of Mission David Greene; CDC Director Mary Boyd; USAID Mission Director Anne Patterson, WHO Representative Dr. Walter Mulombo, WHO FCT Coordinator Dr. Kumshida Yakubu Balami; WHO Acting PEP Cluster Lead Dr. Loveday Nkwogu*

1400 – 1430

Transit to Mama Africa
Airport Road, Jabi

1430 – 1600

Shopping at Mama Africa

1600 – 1630

Transit via car to Transcorp Hilton

1630 – 1800

UNF Trip Debrief

Discussion of observations, reflections, and learnings from meetings and site visits.

Location: *Pool Bar, Outdoor Terrace, Transcorp Hilton*

Facilitators: *Brian Massa, UNF Director of Global Health Advocacy, Gigi Meikle, UNF Senior Manager for International Engagement & Advance*

1800 – 1930

Executive Time

1930 – 2130

Dinner at hotel



Overnight Transcorp Hilton
 1 Aguiyi Ironsi Street
 Abuja, 900001

Saturday 20 August

TRANSIT: Abuja Airport > Washington DC | ATTIRE: Casual

0500 Transit via car to Abuja Airport
 The hotel will provide a boxed breakfast

0805 Depart Abuja Airport on British Airways #0082 for London Heathrow
 International Airport
 Flight time: 6 hours 30 minutes

1435 Arrive Heathrow Airport for connection

1710 Depart Heathrow on British Airways #0293 for Dulles International Airport
 Flight time: 8 hrs 15 min

2025 Arrive Dulles International Airport



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:

Bill & Melinda Gates Foundation

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

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: August 13, 2022 Date of return: August 20, 2022

7. a. City of departure: Dulles, Virginia (Washington Dulles International Airport)

b. Destination(s): Abuja, Nigeria

c. City of return: Dulles, Virginia (Washington Dulles International 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: Transcorp Hilton Hotel City: Abuja, Nigeria Cost Per Night: \$265.00
- Reason(s) for Selecting: Chosen due to security, availability of rooms, proximity to briefings and meetings, and airport.
- 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.*



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	\$4,908.60	\$1,590	\$952.5
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$160	Nigeria Visa
For each Accompanying Family Member	N/A	N/A

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: 07/26/2022

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: _____

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: _____



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



United Nations Foundation Trip to

NIGERIA

August 13 – 20, 2022

ITINERARY: Abuja and Federal Capital Territory (FCT)

All times local

Nigeria is +5 hours ahead of Washington

Saturday 13 August

TRANSIT: Washington > Frankfurt | ATTIRE: Casual

1810 Depart Washington IAD on Lufthansa #417 for Frankfurt airport
Flight time: 8 hrs

Sunday 14 August (Day 1)

TRANSIT: Washington > Abuja | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0810 Arrive Frankfurt Airport for connection

1115 Depart Frankfurt on Lufthansa #594 for Abuja International Airport

1620 Arrive Abuja, Nigeria

1620 – 1715 **Arrival and customs protocol**

1715 – 1815 Transit via car to Transcorp Hilton

Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

1815 – 1830 **Check into Transcorp Hilton Hotel**

Location: 1 Aguiyi Ironsi Street, Abuja, 900001



1830 – 1930

Executive Time

1930 – 2130

Welcome dinner

Working dinner with USG and UN points of contact who will be interacting with the group throughout the week. Scene-setting of site visits, overviews of field programs around polio eradication, child immunization, COVID-19 response, and pandemic preparedness.

Location: *Zuma Grill, Ground Floor, Transcorp Hilton*

In Attendance: *U.S. Government and United Nations points of contact (POCs)*

Overnight

Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Monday 15 August (DAY 2)

LOCATION: Abuja/Federal Capital Territory | HOTEL: Transcorp Hilton | ATTIRE: Business

0630 – 0745

Breakfast at hotel

Location: *Bukka Restaurant, Ground Floor, Transcorp Hilton*

0745 – 0830

Transit via car to U.S. Embassy
Plot 1075 Diplomatic Drive, Central District Area, Abuja, Nigeria

0830 – 0900

Regional Security Briefing

Location: *Ekiti Conference Room, U.S. Embassy*

0900 – 1030

Overview Session with U.S. Embassy Nigeria Country Team

Meeting with key U.S. Embassy leaders and staff for a situational overview of global health, child immunization, and polio eradication, as well as the broader economic and political situation in the country.

Location: *Ekiti Conference Room, U.S. Embassy*

Principal speakers: *U.S. Ambassador to Nigeria Mary Beth Leonard; Representatives from CDC and USAID; CDC, USAID, DoD, Political and Economic Directors and their Deputies, CDC and USAID Program Directors, PEPFAR Coordinator*



- 1030 – 1100 Transit via car to UN House
Plot 617, Diplomatic Zone, Central Area District, Abuja, Nigeria
- 1100 – 1230 **Meeting with WHO and UNICEF Country Leads and working lunch**
Engagement with the WHO Country Representative Dr. Walter Kazadi Mulombo and UNICEF Country Representative Mr. Peter Hawkins for an overview of WHO- and UNICEF-supported portfolios to Nigeria’s polio eradication, immunization, and COVID-19 vaccination efforts.
Location: *Conference room, UN House*
- Participants:** *Representatives from WHO, UNICEF, CDC, USAID, and USG Coordinators*
- 1230 – 1300 Transit via car to the National Primary Health Care Development Agency
Plot 681/682 Port Harcourt Crescent, Garki, Abuja
- 1300 – 1400 **Meeting with Executive Director of the National Primary Health Care Development Agency (NPHCDA)**
High-level discussion and overview with the NPHCDA Executive Director Dr. Faisal Shuaib on Nigeria’s polio eradication efforts, improvement in routine immunization coverage, COVID-19 vaccination uptake efforts, and primary health-care system strengthening efforts.
Location: *War Room, NPHCDA*
- Principal speakers:** *Executive Director of NPHCDA Dr. Faisal Shuaib; Polio EOC Incident Manager, Dr. Usman Adamu; Director of Disease Control and Immunization, Dr. Bassey O. Bassey; Representatives from CDC, USAID, WHO, UNICEF, and USG Coordinators*
- 1300 – 1430 Transit via car to the Polio EOC
1 Agatu Close, Garki, Abuja
- 1430 – 1600 **Meeting with Polio Emergency Operations Centre (EOC) Members, including Global Polio Eradication Initiative Leads**
Discussion of the current polio situation in-country; how polio programs continued despite COVID-19; integration of polio infrastructure/personnel/ knowledge/relationships into the national public health system; and the process



of transitioning polio assets to provide long-term strengthening of the national immunization system.

Location: Conference room, National Polio EOC

Principal speakers: Incident Manager of the Polio EOC, Dr. Usman Adamu; Deputy Incident Manager, Dr. Ngozi Nwosu; GPEI and other polio partners; EOC Members, Representatives from CDC, USAID, WHO, UNICEF, and USG Coordinators

1600 – 1630 Transit via car to Transcorp Hilton

1630 – 1730 **Executive time**

1730 – 1800 Transit via car to the U.S. Ambassador’s Residence
Maitama, Abuja

1800 – 2000 **Working Dinner with U.S. Ambassador to Nigeria Mary Beth Leonard**
Overview and scene-setting of U.S. government presence in and collaboration with the Government of Nigeria around global health and child immunization.

Location: Ambassador’s Residence, Abuja Nigeria

Guests: Leads and Representatives from CDC, USAID, WHO, UNICEF

2000 – 2030 Transit via car to Transcorp Hilton

Overnight Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Tuesday 16 August (DAY 3)

LOCATION: Abuja/FCT | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0830 Breakfast at hotel
Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

0830 – 0900 Transit via car to National Strategic Cold Store
Plot 3750 Bill Clinton Drive, Airport Road, opposite Presidential Wing, Abuja

- 0900 – 1030 **Site Visit: Walk-through of the National Strategic Cold Store (NSCS)**
Walk-through of the NSCS. Explanation of the supply chain distribution for polio, COVID-19, and routine immunization vaccines from the time they arrive in-country to receipt at service delivery points.
Location: Plot 3750 Bill Clinton Drive, Airport Road
- Principal speaker:** Director of Logistics and Health Commodities, Pharmacist Hauwa Tense; Mandate Secretary for Health and Human Services Secretariat, WHO FCT Coordinator, UNICEF Vaccine Management Team
- 1030 – 1100 Transit via car to Aleyita Primary Healthcare Center (PHC)
Aleyita, along Airport Road
- 1100 – 1200 **Site Visit: Aleyita Primary Health Center (PHC), AMAC**
Observation of health facility active case search, and engagement with area council DSNOs on AFP surveillance review.
Location: Aleyita PHC, AMAC
- Participants:** Mandate Secretary for Health and Human Services Secretariat, Acting Executive Secretary FCT PHCB, Director Public Health, State Epidemiologist, State Immunization Officer, State Logistics Officer, National and FCT Coordinator for Rotary International, USG POCs, WHO FCT Coordinator
- 1200 – 1230 Transit via car to Pasha Restaurant
11 Cassandra Crescent, off Usuma St, Abuja
- 1230 – 1315 **Lunch**
Location: Pasha Restaurant
- 1315 – 1345 Transit via car to the Federal Capital Territory Administration (FCTA) Secretariat
No 1 Kapital Road, Garki 900103, Abuja
- 1345 – 1545 **Bilateral Engagement with the Honorable Minister for the Federal Capital Territory (FCT)**
Introductory meeting with the Minister for FCT, Mallam Mohammed Musa Bello, to discuss FCT's public health systems' successes and challenges.
Location: Conference room, FCTA Secretariat



Participants: Mandate Secretary for Health and Human Services Secretariat, USG POCs, WHO FCT Coordinator

1545 – 1600	Transit via car to the Federal Ministry of Health Federal Secretariat Complex Phase III, Shehu Shagari Way, Central Business District, Abuja, FCT
1600 – 1730	Meeting with the Honorable Minister of Health High-level discussion and overview with the Minister of Health, Dr. Osagie Ehanire, around the value of the bilateral engagement between the U.S. Government and the Government of Nigeria; Nigeria’s public health infrastructure; the country’s strategy to tackle outbreaks such as the ongoing Monkeypox outbreak; and activities to strengthen the Federal Ministry of Health’s Port Health Services to ensure improvements in securing Nigerian borders. This discussion will allow for the delegation to have a broad understanding of the Government of Nigeria’s health priorities and challenges. <i>Location: Conference room, Ministry of Health</i> <i>Participants: U.S. Ambassador Leonard; CDC Country Director Dr. Mary Boyd; USAID Mission Director Anne Patterson; Mandate Secretary for Health and Human Services Secretariat; UNICEF Representative in Nigeria Peter Hawkins, FMoH Technical Management Team, USG POCs, WHO FCT Coordinator, PHC Coordinator Dr. Emmanuel Okpetu</i>
1730 – 1800	Transit via car to Transcorp Hilton
1800 – 1900	Executive Time
1900 – 1930	Transit via car to City View Restaurant 7 Cape Town, Wuse, Abuja
1930 – 2130	Dinner <i>Location: City View Restaurant</i>
2130 – 2200	Transit via car to the Transcorp Hilton
Overnight	Transcorp Hilton



1 Aguiyi Ironsi Street
Abuja, 900001

Wednesday 17 August (DAY 4)

LOCATION: Abuja/FCT | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0830 Breakfast at hotel

0830 – 0900 Transit via car to Family Health Clinic
Family Health Clinic Area 2, Garki 1, Abuja

0900 – 1030 **Site Visit: Family Health Clinic**
Observation of the conduct of integrated routine immunization and COVID-19 vaccination. Interact with health-care workers on vaccine management practices and other cold chain investments. Participate in vaccinating children with polio vaccines.

Location: Patient area of Family Health Clinic

Participants: Mandate Secretary for Health and Human Services Secretariat; Acting Executive Secretary FCT PHCB; Director, Public Health; State Epidemiologist; State Immunization Officer; State Logistics Officer; UNICEF VSL, National and FCT Coordinator for Rotary International; USG POCs; WHO FCT Coordinator

1030 – 1100 Transit via car to Environmental Sample Collection Site
WUPA sewage treatment plant, Abuja Municipal Area Council

1100 – 1230 **Site Visit: Demonstration of Environmental Sample Collection**
Observation and interaction with surveillance officers as they collect environmental samples to test for polio and other diseases. Demonstration of the polio environmental surveillance platform as a catalyst for disease detection and national health security.

Location: WUPA sewage treatment plant

Participants: Mandate Secretary for Health and Human Services Secretariat; Director Public Health, State Epidemiologist; FCT Disease Surveillance and Notification Officer (DSNO); USG POCs, WHO FCT Coordinator



1230 – 1300

Transit via car to Jiwa Ward
Abuja Municipal Area Council (AMAC)

(Lunch: The delegation will have boxed lunches during transit)

1300 – 1430

Meeting with the Chief of Jiwa and Traditional Leaders in the Community

Visit with traditional leaders to understand the historical role they have played in the country's polio eradication efforts, and how they are supporting the Nigerian government with COVID-19 vaccination efforts. Additionally, engage with AVADAR community surveillance informants to discuss how their structures have contributed to strengthening the country's surveillance system.

Location: *Emir of Jiwa's Palace*

Participants: *Mandate Secretary for Health and Human Services Secretariat; Acting Executive Secretary FCT PHCB; Director, Public Health; State Epidemiologist; FCT Disease Surveillance and Notification Officer (DSNO); State Monitoring and Evaluation Officer; State Immunization Officer; National and FCT Coordinator for Rotary International; USG Coordinators; UNICEF Representatives, WHO FCT Coordinator; WHO Surveillance Officer; Rotary International*

1430 – 1515

Transit via car to Integrated Health Program
23 Ibrahim Tahir Lane, Cadastral Zone, Utako, Abuja

1515 – 1700

Tabletop Exercise: Updating a Microplan

Engage in a tabletop exercise and walk through the process of improving a microplan. The microplan is an important tool for health-care planning and service delivery. It identifies population location and helps with the rationalization of team workload in the delivery of immunization services.

Location: *Conference room, Integrated Health Program*

Participants: *Technical Staff from CDC, USAID, WHO, UNICEF, and USG Coordinators*

1700 – 1730

Transit via car to Transcorp Hilton

1730 – 1900

Executive Time

1900 – 2130

Working Dinner at with FCT Stakeholders



Working dinner with the Minister of FCT, Minister of State for FCT, and other principal stakeholders to reflect on the past two days' activities and share information between the delegation and key government stakeholders supporting polio immunization and child health in FCT.

Location: *Bukka Restaurant (outdoor table), Ground Floor, Transcorp Hilton*

Participants: *Honorable Minister for FCT Mallam Mohammed Musa Bello; Honorable Minister of State for FCT Dr. Ramatu Tijani Aliyu; Mandate Secretary for Health and Human Services Secretariat; USG POCs; WHO FCT Coordinator; UNICEF Representatives*

2130 – 2200 Transit via car to the Transcorp Hilton

Overnight Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Thursday 18 August (DAY 5)

LOCATION: Abuja | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0845 Breakfast at hotel

0845 – 0915 Transit via car to Integrated Health Program (IHP)
23 Ibrahim Tahir Lane, Cadastral Zone, Utako, Abuja

0915 – 1100 **Meeting with U.S. Government Implementing Partners (Poster Session)**
Meet with some of the USG's implementing partners to glean insights from activities conducted, program successes, challenges, lessons learned and opportunities for strengthening polio, routine immunization, surveillance, COVID-19 vaccination efforts, and PHC systems in Nigeria.
Location: *Integrated Health Program*

Participants: *Representatives of CDC, USAID, AFENET, IHP, CGPP, Sydani, WHO, UNICEF*

1100 – 1130 Transit via car to Rotary International
30 Cairo Street, Wuse 2, FCT Abuja



- 1130 – 1300 **Lunch Meeting with the Nigerian National Polio Plus Committee (NNPC) and Representatives of Religious Leaders**
Engage with Rotary International to learn about the role the organization has played in supporting the polio eradication effort in Nigeria. The delegation will discuss with religious leaders the role they have played in supporting the polio eradication efforts in Nigeria. (*Lunch will be provided during this session.*)
Location: *Rotary International*
- Participants:** *District Governor, Dr. Goddy Nnadi; NNPC Chairman, Joshua Hassan; Baba Adini, CAN Representative; Representatives from CDC, USAID, WHO, UNICEF*
- 1300 – 1315 Transit to Area 10 Parade Ground
- 1315 – 1430 **Discussion with Polio Survivors & Parasoccer Activity**
The delegation will split into small groups to speak with polio survivors, in order to understand how polio has impacted their lives. They will also be able to observe a parasoccer match.
Location: *Parade Ground*
- 1430 – 1500 Transit via car to Nigeria Governors Forum
51, Lake Chad Crescent, Maitama, Abuja
- 1500 – 1600 **Meeting with the Chairman of the Nigeria Governors Forum**
Meet with the Chairman of the Nigeria Governors Forum to discuss how the U.S. Government and UN collaboration is supporting the efforts of improving the immunization landscape in Nigeria.
Location: *Nigeria Governors Forum*
- Participants:** *U.S. Ambassador to Nigeria Mary Beth Leonard; CDC Country Director Dr. Mary Boyd; USAID Mission Director Anne Patterson; WHO Representative Dr. Walter Mulombo; UNICEF Representative Mr. Peter Hawkins; USG POCs*
- 1600 – 1630 Transit via car to Transcorp Hilton
- 1630 – 1830 **Executive Time**
- 1830 – 1900 Transit via car to Cilantro Restaurant
Ibrahim Babangida Blvd, Maitama 900271, Abuja, Nigeria



1900 – 2100 **Working Dinner with Private Sector Guests**
Host private sector health and immunization implementers to understand public-private engagement in polio eradication and vaccine delivery.
Location: Cilantro Restaurant

Participants: USAID Private Sector Liaisons; Representatives from Dangote Foundation

2100 – 2130 Transit via car to Transcorp Hilton

Overnight Transcorp Hilton
1 Aguiyi Ironsi Street
Abuja, 900001

Friday 19 August (DAY 6)

LOCATION: Abuja/FCT | HOTEL: Transcorp Hilton | ATTIRE: Business casual

0630 – 0800 Breakfast at hotel

0800 – 0830 Transit via car to Federal Medical Centre, Jabi
Plot 95 Research & Institutions District, beside EFCC HQ/NOUN, Abuja, Nigeria

0830 – 0945 **Site Visit: Federal Medical Centre**
Observation of routine immunization and COVID-19 vaccination sessions.
Location: Federal Medical Center, Jabi

Principal speakers: Chief Medical Officer Professor Saad; Head of Clinical Service, Dr. Joseph Ezechilla; CDC, USAID, WHO and UNICEF Representatives, USG POCs

0945 – 1015 Transit via car to the National Reference Lab
Gaduwa, Abuja

1015 – 1130 **Briefing with Director General of Nigeria Center for Disease Control (NCDC)**
Engage with the DG NCDC on challenges and opportunities in advancing GHSA objectives, and discuss ways in which the USG might be able to further support GHSA in Nigeria both in International Health Regulations capacity development



and other National Public Health Institute activities. This visit will also include a tour of the National Reference Laboratory (NRL) to observe lab diagnostic facilities, discuss the importance of resilient health systems, the integration and data-sharing of country-wide disease detection, and the country's response to the current Monkeypox outbreak.

Location: *National Reference Laboratory (NRL)*

Principal Speaker: *NCDC Director General Dr. Ifedayo Adetifa; Representatives from CDC, USAID, WHO and UNICEF*

1130 – 1200

Transit via car to Nkoyo
Ceddi Plaza, 264 Tafawa Balewa Rd, Central Area, Abuja

1200 – 1400

Working Lunch and Debrief

Discuss observations, reflections, and learnings from meetings and site visits

Location: *Nkoyo Restaurant*

Participants: *Deputy Chief of Mission David Greene; CDC Director Mary Boyd; USAID Mission Director Anne Patterson, WHO Representative Dr. Walter Mulombo, WHO FCT Coordinator Dr. Kumshida Yakubu Balami; WHO Acting PEP Cluster Lead Dr. Loveday Nkwogu*

1400 – 1430

Transit to Mama Africa
Airport Road, Jabi

1430 – 1600

Shopping at Mama Africa

1600 – 1630

Transit via car to Transcorp Hilton

1630 – 1800

UNF Trip Debrief

Discussion of observations, reflections, and learnings from meetings and site visits.

Location: *Pool Bar, Outdoor Terrace, Transcorp Hilton*

Facilitators: *Brian Massa, UNF Director of Global Health Advocacy, Gigi Meikle, UNF Senior Manager for International Engagement & Advance*

1800 – 1930

Executive Time

1930 – 2130

Dinner at hotel



Overnight Transcorp Hilton
 1 Aguiyi Ironsi Street
 Abuja, 900001

Saturday 20 August

TRANSIT: Abuja Airport > Washington DC | ATTIRE: Casual

0500 Transit via car to Abuja Airport
 The hotel will provide a boxed breakfast

0805 Depart Abuja Airport on British Airways #0082 for London Heathrow
 International Airport
 Flight time: 6 hours 30 minutes

1435 Arrive Heathrow Airport for connection

1710 Depart Heathrow on British Airways #0293 for Dulles International Airport
 Flight time: 8 hrs 15 min

2025 Arrive Dulles International Airport