

# 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](mailto: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:  \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Supervising Member:  \_\_\_\_\_

# 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 in the trip within 10 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.**

1. Sponsor(s) who paid or provided in-kind support for the trip: \_\_\_\_\_

2. Travel Destination(s): \_\_\_\_\_

3. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

4. Name(s) of Traveler(s): \_\_\_\_\_

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

5. **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				
Accompanying Family Member				

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

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

Signature: Peter Gao [Signature] Date: \_\_\_\_\_

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

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

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

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

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

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

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



U.S. House of Representatives

# COMMITTEE ON ETHICS

## 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 Michael Faulder Date \_\_\_\_\_

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

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

July 26, 2023

Ms. Courtney Kaufman  
Office of the Honorable Michael Lawler  
1013 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Kaufman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Malawi,<sup>1</sup> scheduled for August 5 to 12, 2023, sponsored by United Nations Foundation; Friends of the Global Fight Against AIDS, Tuberculosis and Malaria; 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 \$480 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 \$480] 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.

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

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

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest  
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild  
Ranking Member

MG/SW:kjf



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](http://ethics.house.gov)) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*
3. **Check only one.** I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
  - c.  The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_
7. a. City of departure: \_\_\_\_\_  
b. Destination(s): \_\_\_\_\_  
c. City of return: \_\_\_\_\_
8. **Check only one.** I represent that:
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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# 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:
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.*



**Agenda for UNF/Friends of Global Fight Congressional Learning Trip to Malawi  
August 5 - 12, 2023**

**\*\* All Times Local \*\***  
+6 hours from Washington, DC

**Saturday, August 5 --- Travel**

*Attire: Casual.*

10:30am Depart Dulles International Airport (IAD) on Ethiopian #501  
*Flight time 13h 15m*

**Sunday, August 6 --- Travel/Lilongwe**

*Attire: Casual/Business Casual.*

7:15am Arrive Addis Ababa Bole International Airport (ADD)  
*Layover 2h 50m*

9:50am Depart ADD on Ethiopian #877  
*Flight time 4h*

12:50pm Arrive Kamuzu International Airport (LLW) in Lilongwe, Malawi

12:50pm – 1:30pm **Arrival and customs protocol**  
The group will be met by a U.S. Embassy expediter at baggage claim. Gigi and U.S. Embassy hosts will greet you at the airport and assist the group in connecting with the cars.

1:30pm – 2:15pm Travel via hired car to Latitude 13

2:15pm – 2:30pm **Check into Latitude 13 Hotel**  
The delegation will have an expedited check-in process and be able to go to their rooms within minutes of arrival.

2:45 – 3:00pm Transit via hired car to Lilongwe Wildlife Center Cafe

3:00 – 4:45pm Executive Time  
*Lilongwe Wildlife Center Cafe*

2QHM+5CV, Kenyatta, Lilongwe, Malawi

4:45pm – 5:00pm Transit via hired car to Latitude 13

5:00pm – 5:30pm Executive Time  
*Latitude 13*

5:30pm – 6:00pm **United Nations Department for Safety and Security (UNDSS) Briefing**  
The delegation will participate in a safety and security briefing by UNDSS, who will provide an overview of the security situation in Malawi and a preview of what to expect while on the ground.

*Location: Board Room, Latitude 13*

*Anticipated Speaker in Attendance: Steven Makolomola, UNDSS*

6:00pm – 7:30pm **Welcome Dinner**  
Working dinner with USG, UN, and Global Fund/GF implementing partner points of contact who will be interacting with the group throughout the week. The discussion will include scene-setting of site visits and overviews of field programs around polio eradication, child immunization, malaria control and elimination, HIV and TB interventions.

*Location: Gallery Room, Latitude 13*

*Anticipated Guests in Attendance: Rebecca Minneman, Resident Advisor, President's Malaria Initiative, USAID; Chifundo Kuyeli, Child Health Specialist, USAID; Howard Kress, Acting Country Director, CDC; Yolonda Freeman, Global Immunization, CDC; Ellen Wan, CDC; Mr. Shadrack Omol, Country Representative, UNICEF; Dr. Charles Nwosisi Health Manager, UNICEF; Dr. Neema Kimambo, Country Representative, WHO; Dr. Getrude Chapotera, Country Preparedness and IHR Officer, WHO; Mr. Nuha Ceesay, Country Director, UNAIDS; Palikena Kaude, UNAIDS*

Overnight **Latitude 13**  
Mphonongo Street, Area 43, Lilongwe, Malawi  
+265 999 975 959

**Monday, August 7 --- Lilongwe**

*Attire: Business.*

8:00am – 9:00am Breakfast at the hotel (*at your leisure – breakfast is served from 6:30am*)

9:00am – 9:30am Transit via hired car to the Old Mutual Building

9:30am – 11:25am **Overview Session with U.S. Embassy Malawi 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: The American Center, ground floor Conference Room  
Public Affairs, Old Mutual Building  
Robert Mugabe Crescent City Centre  
Lilongwe, Malawi  
+265 1 772 222*

*Anticipated Speakers in Attendance: Amy Diaz, Deputy Chief of Mission; Nadia Sbeih, Pol-Econ Advisor, State Dept; Faustin Matchere, Public Health Specialist, DOD; Sarah Mwale, PEPFAR Deputy Coordinator; Katie Norwood, PEPFAR Strategic Information Advisor; Teresa McGhie, Acting Mission Director, USAID; Christina Lau, Health Office Director, USAID; Khalia Mounsey, Millenium Challenge Corporation Deputy; Howard Kress, Acting Country Director, CDC; Dagoë Edward, Polio Eradication, CDC; Yolonda Freeman, Global Immunization, CDC; Ellen Wan, CDC*

11:25am – 11:35am Transit via hired car to UN House

11:35am – 1:30pm **Working lunch with UN Resident Coordinator, WHO, UNICEF, and UNAIDS Country Leads**  
Engagement with the WHO Country Representative Dr. Neema Rusibamayila Kimambo, UNICEF Country Representative Mr. Shadrack Omol, and UNAIDS Country Director, Mr. Nuha Ceesay for an overview of WHO- UNICEF- and UNAIDS-supported portfolios to Malawi's polio eradication, immunization, malaria, HIV, and TB efforts.

*Location: Blantyre Conference Room, Basement Level, UNICEF Office*

*Anticipated Speakers in Attendance: UN Resident Coordinator Ms. Rebecca Adda-Dontoh; WHO Country Representative Dr. Neema Rusibamayila Kimambo; WHO Technical Staff and Representatives Ishamael Nyasulu, Boston Zimba, Nelly Yatich, Randy Mungwira, Audrey Mutasa; UNICEF Country Representative Mr Shadrack Omal; UNICEF Technical Staff and Representatives; UNAIDS Country Director Mr. Nuha Ceesay; UNAIDS Technical Staff Palikena Kaude*

1:30pm – 2:00pm Transit via car to Baylor Center for Excellence

2:00pm – 3:00pm **Baylor College of Medicine Children’s Foundation – Malawi Clinical Centre of Excellence (COE)**

The delegation will visit the Baylor Center of Excellence, the first provider of pediatric HIV care in Malawi, on the grounds of Kamuzu Central Referral Hospital. The COE has been at the center of developing and refining programming to deliver comprehensive services for children and youth, which have now been expanded throughout the country. We conduct at site visit of the clinic and interact with the teenaged beneficiaries, who will share stories of their experiences living with HIV under the care and support offered by the COE’s teen club.

*Location: Baylor Center of Excellence, Kamuzu Central Hospital, Area 33*

*Anticipated Participants: Phoebe Nyasulu, Executive Director, Baylor Center of Excellence; Dr. Jacob Todd, Acting Director, Baylor COE; Maryanne Ombija, HIV Team, USAID; Ellen Wan, CDC*

3:00pm – 3:40pm Transit via car to the Public Health Institute of Malawi

3:40pm – 5:10pm **Walk-through of the Emergency Operations Center (EOC) and National Strategic Cold Store (NSCS)**

After a high-level overview in the conference room, the group will proceed for a site visit at the NSCS and EOC. During these walk-throughs, we will continue discussion of the polio emergency operations during the previous outbreak; the situation in-country; 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.

At the NSCS, we will also receive an 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: Community Health Science Unit (CHSU), Public Health Institute of Malawi  
2Q44+CW, Lilongwe, Malawi  
+265887371288*

*Anticipated Speakers and Participants: Dr. Michael Chisema, Head of EPI, Malawi's Expanded Programme on Immunization; Brenda Mhone, National Disease Surveillance Officer; Nellie Wadonda-Kabondo, Surveillance Branch Chief, CDC; Yolonda Freeman, CDC; CDC Ellen Wan; Maryanne Ombija, HIV Team, USAID; Lumbani Makwakwa, Supply Chain Specialist, USAID; Dr. Sethy Ghanashyam, Health Specialist, UNICEF; Dr. Boston Zimba, EPI Officer / IM Polio Response Officer, WHO; Dr. Neema Kimambo, Country Representative, WHO; Mr. Nuha Ceesay, Country Director, UNAIDS*

- |                 |   |
|-----------------|---|
| 5:10pm – 5:30pm | Transit via car to Latitude 13  |
| 5:30pm – 6:15pm | Executive Time<br><i>Latitude 13</i>  |
| 6:15pm – 6:30pm | Travel to the Residence of the Deputy Chief of Mission Malawi   |
| 6:30pm – 8:30pm | <b>Private Welcome by Ambassador Young and Dinner Reception at the Residence of the Deputy Chief of Mission</b> |

The delegation will have a dinner reception at the residence of the Deputy Chief of Mission, with USAID and CDC leadership, to discuss how U.S. Government investments, through PEPFAR, PMI, and CDC are helping increase rates of child immunization, put an end to malaria-related deaths, curtail the HIV/AIDS epidemic, and prepare to respond to future health threats. The collaboration with UN agencies and the Global Fund will also

be highlighted, as well as how USG investments complement those from other nonprofit and private sector sources.

This interaction will help the delegation understand how the U.S., in close collaboration with other partners, is helping Malawi build a healthier, more secure, more democratic, and more prosperous country for all citizens. It will also help us to understand some of the existing challenges and the gaps in funding.

*Location: Residence of Deputy Chief of Mission Area 12, house 392-393*

*Anticipated Participants: Ambassador David Young, United States Embassy in Malawi; Deputy Chief of Mission Amy Diaz; CDC Country Director (Acting) Dr. Howard Kress; CDC Grants Management Branch Chief Comfort Khembo; USAID Acting Mission Director, Teresa McGhie; USAID Health Office Director Christina Lau; PEPFAR Strategic Information Advisor Katie Norwood; State/Global AIDS Coordinator PEPFAR Manager Jackson Booth; MCC Acting Program Director Khalia Mounsey; Peace Corps Country Director Amber Lucero-Dwyer; Mandate Secretary for Health and Human Services Secretariat*

8:30pm – 8:45pm Transit via car to Latitude 13

Overnight **Latitude 13 Hotel**  
Mphonongo Street, Area 43, Lilongwe, Malawi  
+265 999 975 959

## **Tuesday, August 8 --- Lilongwe/Nkhatabay District**

*Attire: Field Dress/Casual.*

6:30am – 6:45am Check out of hotel

6:45am – 9:00am Transit via hired car to Kasungu

9:00am – 10:00am **Family Health Outreach Site Visit, Maswera Clinic**

*Location: Maswera Clinic, Kasungu District*

*Anticipated Participants: Local and regional representatives from Maswera Clinic, Kasungu District; Marriam Mangochi, Chief of Party, MOMENTUM 2; Rebecca Minneman, Resident Advisor, President's Malaria Initiative; Chifundo Kuyeli, Child Health Specialist, USAID; Palikena Kaude, UNAIDS Technical Staff; Ishmael Nyasulu, HIV/TB Technical Officer, WHO*

10:00am – 10:45am Transit to Kasungu District Hospital

10:45am – 12:30pm **HIV and Maternal & Child Health Site Visit, Kasungu District Hospital**

This site visit will include stops to see PMTCT (preventing mother-to-child transmission) work within antenatal care (ANC), as well as maternity ward, antiretroviral (ART), and Tuberculosis (TB) departments. The delegation will learn how District Health leadership manages health care workers from MOH alongside USAID- and PEPFAR-funded partner Partners in Hope to deliver HIV and TB prevention and treatment with Global Fund-supported commodities. This visit will highlight the role of high-volume district hospitals and their challenges and successes in service provision to the surrounding and referral health facilities.

*Anticipated Participants: Local and regional representatives from Kasungu District Hospital; Dr Emanuel Golombe, Director of Health and Social Services, Kasungu; Hope Kanise, Programs Manager, CORE 1; Jackson Booth, State/Global AIDS Coordinator PEPFAR Manager; Rebecca Minneman, Resident Advisor, President's Malaria Initiative; Anteneh Worku, Senior HIV Treatment Advisor USAID; Palikena Kaude, UNAIDS Technical Staff; Ishamael Nyasulu, HIV/TB Technical Officer, WHO; Esther Chirwa, MVIP Officer, WHO*

12:30pm – 4:00pm Transit to Nkhatabay District Hospital

4:00pm – 5:00pm **Courtesy Call with the Nkhatabay District Commissioner and Meeting with District Health Management Team**

Courtesy visit with Nkhatabay District Health management team and presentation on malaria, maternal, and neonatal health. The District-level hospital is the referral hospital for the most severe cases of malaria, and

where the President's Malaria Initiative provides technical assistance to the facility for malaria in pregnancy and malaria case management. UNICEF also supports the quality improvement work at the District Hospital.

*Location: Mkondezi, Box 4, Nkhatabay  
+265 9971 32925*

*Anticipated Participants: Representatives of Nkhatabay District Hospital; Nkhatabay District Health Leadership Team; Local and regional representatives from Nkhatabay District Hospital; Dr. Munthali, Deputy Director for Preventive Health Services, Malaria, Ministry of Health; John Munthali, Chief of Party, Impact Malaria; Abdoulaye Bangoura, Chief of Party PMI Evolve; Leonard Dandolo, PMI Evolve; Rebecca Minneman, PMI Resident Advisor, USAID; Chifundo Kuyeli, Child Health Specialist, USAID; Jackson Booth, State/Global AIDS Coordinator; Michael Kayange, Malaria & NTDs Officer, WHO; Esther Chirwa, MVIP Officer, WHO*

5:00pm – 6:00pm Transit to Sunbird Chintheche Inn via hired car

6:00pm – 6:30pm Check into Sunbird Chintheche Inn

6:30pm – 9:00pm **Working Dinner with USG and Implementing Partners in Nkhatabay District**

The delegation will have a working dinner with USG and civil society partners to learn about the impact of malaria in Nkhatabay District, the partnership between USG and multilaterals in indoor residual spraying, and integration of the malaria vaccine with routine immunization. This working dinner will be an opportunity to help the delegation understand resource mobilization to tackle public health challenges to strengthen health systems and reduce burden of infectious disease.

*Location: Hotel Restaurant, Sunbird Chintheche Inn  
Malaza off M5 Road, Chijere, Chintheche, Nkhatabay District  
+265888891672*

*Anticipated Participants: John Munthali, Chief of Party, Impact Malaria; Danisa Siziba, PSI Deputy Country Representative; Abdoulaye Bangoura, Chief of Party PMI Evolve; Leonard Dandolo, PMI Evolve; Nellie Kaunde, PMI Evolve; Dr. Lumbani Munthali, Deputy Director of Preventive Services, Malaria; Rebecca Minneman, PMI Resident Advisor USAID; Chifundo Kuyeli, Child Health Specialist, USAID; Michael Kayange, Malaria & NTDs Officer, WHO; Esther Chirwa, MVIP Officer, WHO*

Overnight **Sunbird Chintheche Inn**  
Malaza off M5 Road, Chijere, Chintheche  
+265888891672

### Wednesday, August 9 – Nkhatabay District/Lilongwe

*Attire: Field Dress/Casual.*

6:00am – 6:45am Breakfast and hotel check-out

6:45am – 7:15am Transit via hired car to Kauta Village

7:15am – 9:00am **IRS Demonstration and Entomological Monitoring**  
The delegation will have an opportunity to learn about indoor residual spraying (IRS) and observe entomological monitoring activities, including the collection of mosquitos to inform the integrated vector management plan. We will also have an opportunity to speak with community members to hear about their experiences with these interventions.

*Location: Kauta Village, Nkhatabay District*

*Anticipated Participants: Local and regional representatives from Kauta Village; Abdoulaye Bangoura, Chief of Party PMI Evolve; Dr. Munthali, Deputy Director for Preventive Health Services, Malaria, Ministry of Health; Rebecca Minneman, PMI Resident Advisor, USAID; Chifundo Kuyeli, Child Health Specialist, USAID; Nellie Kaunde, Entomology Coordinator, PMI Evolve Project; World Vision Technical Officers*

9:00am – 9:10am Transit via hired car to Mazembe Village Clinic

9:10am – 10:00am **Integrated Community Management of Childhood Illnesses Site Visit, Mazembe Village Clinic**

Visit village health clinic to observe integrated community case management for children under five and routine health services provided by community health workers based in hard-to-reach areas.

*Location: Mazembe Village, Kande, Nkhatabay District*

*Anticipated Participants: Local and regional representatives from Mazembe Village Clinic; John Munthali, Chief of Party, Impact Malaria; Dr. Munthali, Deputy Director for Preventive Health Services, Malaria, Ministry of Health; Rebecca Minneman, PMI Resident Advisor, USAID; Chifundo Kuyeli, Child Health Specialist, USAID, Palikena Kaude, UNAIDS Technical Staff*

10:00am – 10:15am Transit via hired car to Kande Health Center

10:15am – 11:30am **Kande Health Center**

The delegation will visit Kande Health Center to observe routine primary healthcare services provided at rural facilities with an emphasis on malaria prevention (including the malaria vaccine), diagnosis, treatment, and surveillance. Discuss with district and frontline healthcare workers and community members about how the malaria vaccine rollout is going and how it has been perceived/received by the community.

*Location: Kande Health Centre, Mphoza*

*Anticipated Participants: Local and regional representatives from Kande Health Center; Dr. Munthali, Deputy Director for Preventive Health Services, Malaria; John Munthali, Chief of Party, Impact Malaria; Rebecca Minneman, PMI Resident Advisor, USAID; Chifundo Kuyeli, Child Health Specialist, USAID*

11:30am – 5:30pm Transit via hired car to Lilongwe

5:30pm – 5:45pm Check in to President Hotel at Umodzi Park

5:45pm – 6:00pm Executive Time

*President Hotel at Umodzi Park*

6:00pm – 6:15pm Transit via hired car to Lark Café

6:15pm – 8:45pm **Dinner with Global Fund CSO Implementing Partners**  
Working dinner with civil society organizations implementing Global Fund work on HIV, TB, and malaria interventions to understand challenges and opportunities on the ground, perspectives from partners.

*Location: Lark Café  
Area 43/2/90, Lilongwe, Malawi  
+265 995 635592*

*Anticipated Participants: Bruce Matewere, Paradiso TB Patients Trust Malawi Network of AIDS Services Organizations; State/Global AIDS Coordinator PEPFAR Manager Jackson Booth; Nuha Ceesay, UNAIDS; Marriam Mangochi, Chief of Party, MOMENTUM 2; George Jobe, MHEN; Emily Kayimba MANASO; Eric Mcheka, MANASO; Thokozani Chapomba, Malaria Youth Army Champions*

8:45 – 9:00pm Transit via hired car to hotel

Overnight **President Hotel at Umodzi Park**  
Chilembwe Road, City Center, Lilongwe  
+265 1 789 888

### Thursday, August 10 --- Lilongwe

*Attire: Business casual.*

7:45am – 8:30am Breakfast at hotel (*at your leisure – breakfast is served from 6AM*)

8:30am – 8:45am Transit via car to the Federal Ministry of Health

8:45am – 10:30am **Meeting with the Minister of Health, Hon. Khumbize Kandodo Chiponda, M.P.**

The delegation will meet with the Minister of Health, and related Ministry of Health officials, to discuss how U.S.-Malawi investments are helping increase rates of child immunization, end malaria-related deaths, curtail the HIV/AIDS epidemic, and prepare to respond to future health threats.

This meeting will help the delegation understand how the U.S., in close collaboration with the Government of Malawi, is helping Malawi build a healthier, more secure, more democratic, and more prosperous country for all citizens.

*Location: Conference room, Ministry of Health  
Federal Capital Hill, Area 20  
3Q3Q+JG5, Lilongwe*

*Anticipated Participants: CDC Country Director Dr. Kelsey Mirkovic; USAID Health Office Director Christina Lau; State/Global AIDS Coordinator PEPFAR Coordinator, Uchechi Roxo; Mandate Secretary for Health and Human Services Secretariat; MoH Technical Management Team; Ellen Wan, CDC Malawi; WHO Country Representative Dr. Neema Rusibamayila Kimambo; UNAIDS Country Director Nuha Ceesay; Rosemary Bilesi, Chief Reproductive Health Officer, Malawi Ministry of Health; Dr. Mike Chisema, Deputy Director Preventive Health Services/National EPI Manager, Malawi Ministry of Health; Dr. Henry Phiri, Deputy Director Reproductive Health Services, Malawi Ministry of Health; Emily Chirwa, Deputy Director of Planning and Policy, Malawi Ministry of Health*

10:30am – 10:45am Transit via car to Kauma Waste Treatment Plant

10:45am – 12:00pm **Poliovirus Environmental Sampling Site Visit**

Observation and interaction with surveillance officers as they collect environmental samples to test for polio and other diseases. Learn about AFP surveillance and data monitoring, and demonstration of the polio environmental surveillance platform as a catalyst for disease detection and national health security.

*Location: Kauma Treatment Plant, Area 12  
3R4H+H8W, Lilongwe*

*Anticipated Participants: Boston Zimba, EPI / IM Polio Response Officer, WHO; Dr. Chukuemeka Agbo, GPEI Coordinator, CDC; Dr. Kelsey Mirkovic, Country Director, CDC; Dagoe Edward, Polio Eradication, CDC;; Yolonda Freeman, CDC Headquarters; Ellen Wan, CDC Malawi; Hutch Mthinda, District International Service Chair, Rotary; Dr. Michael Chisema, Head of Malawi's Expanded Programme on Immunisation; Chifundo Kuyeli, Child Health Specialist, USAID; Mougabe Koslengar, Chief of WASH, UNICEF, Palikena Kaude, UNAIDS Technical Staff*

12:00pm – 12:40pm **Site Visit to Poliovirus Campaign Community Walk-Through**  
Delegation will visit a community that recently engaged in a poliovirus vaccination campaign to view follow-up, and speak with community health workers and families about their experience. A representative from Rotary Club will join the walk-through and talk about Rotary's contributions to social mobilization and community engagement for the polio campaign.

*Location: Area 12, Kauma (across from the treatment plant), Lilongwe*

*Anticipated Participants: CDC Country Director Dr. Kelsey Mirkovic; CDC Polio Eradication Dagoe Edward; CDC Yolonda Freeman; CDC Ellen Wan; Dr. Micheal Chiseman, Head of Malawi's Expanded Programme on Immunisation; Hutch Mthinda, District International Service Chair, Rotary; Saumya Anand, Chief of Health, UNICEF; Sethy Ghanshyam, UNICEF Representative; WHO Representative; Chifundo Kuyeli, Child Health Specialist, USAID*

12:40pm – 1:00pm Transit via hired car to President Hotel at Umodzi Park

1:00pm – 3:30pm **Micro-Planning Working Lunch**  
Opportunity to engage in tabletop exercise to educate staff about what it takes to develop an immunization micro-plan (based around the polio outbreak response) and challenge them to create their own plan that leverages limited resources to reach the maximum number of children in a community.

*Location: VIP Board & Dining Rooms, Second Floor, President Hotel*

*Anticipated Participants: CDC Country Director Dr. Kelsey Mirkovic; CDC Polio Eradication Dago Edward; CDC Headquarters Yolonda Freeman; Ellen Wan, CDC Malawi; Chifundo Kuyeli, Child Health Specialist, USAID; UNICEF Sethy Ghanashyam, Health Specialist; WHO WR Dr. Neema Rusibamayila Kimambo; WHO Dr. Boston Zimba EPI officer / IM Polio response; WHO Dr. Chukuemeka Agbo GPEI Coordinator; WHO Audrey Mutasa External Relations Officer*

- 3:30pm – 4:00pm      Executive Time  
*President Hotel at Umodzi Park*
- 4:00pm – 4:15pm      Transit via hired car to Local Craft Market
- 4:15pm – 6:00pm      Executive Time  
*Local Craft Market*  
*Location: M1, Area 4, Lilongwe*
- 6:00pm – 6:30pm      Transit via hired car to The Farmers Daughter
- 6:30pm – 8:30pm      **Working Dinner on GPEI Polio Gender Equity Strategy**

Learn how GPEI is addressing gender-related barriers to immunization to significantly improve the representation of women at all levels of the polio programme. By ensuring women have an equitable seat at the decision-making table, the strategy seeks to support women-led solutions that close the gender data gap, build and maintain community trust, combat mis/disinformation, and ultimately improve vaccine acceptance and improved coverage rates across communities.

*Location: The Farmers Daughter*  
*Area 44, Farm Plot 9 & 10, Lilongwe*  
*+265 998 55 70 49*

*Anticipated Guest in Attendance: Alinane Kamlongera, GPEI Gender Strategy Lead*

- 8:30pm – 9:00pm      Transit via car to hotel

Overnight                      **President Hotel at Umodzi Park**  
Chilembwe Road, City Center, Lilongwe  
+265 1 789 888

### Friday, August 11 --- Travel

*Attire: Business Casual/Casual.*

7:00am – 8:15am              Breakfast at hotel

8:15am – 9:00am              Transit via hired car to Lighthouse, Kamuzu Central Hospital

9:00am – 10:00am              **Site Visit to Kamuzu Central Hospital**

The delegation will talk to service providers from a PEPFAR/CDC-funded local partner about provision of comprehensive integrated HIV/TB care and treatment services at a large urban center of excellence. Lighthouse Centers of Excellence, CoE, provide public service delivery, implement model interventions and operations research, and serve as a clinical practical site for providers who are undergoing training on antiretroviral therapy (ART) provision to build capacity.

*Location: Lighthouse Center, Kamuzu Central Hospital  
Area 33, Lilongwe*

*Anticipated Participants: Safari Mbewe, Executive Director, Lighthouse Trust; Ethel Rambiki, Medical Director, Lighthouse Trust; Kelsey Mirkovic, CDC; Dumbani Kayira, CDC; Ellen Wan, CDC*

10:00am – 10:30am              Transit via hired car to President Hotel

10:30am – 11:45am              **Working Trip Debrief with Partners**

Discussion of observations, reflections, and learnings from meetings and facility visits, as well as feedback on trip logistics and preparation with staff and partners.

*Location: VIP Board Room, Second Floor, President Hotel*

*Anticipated Participants: CDC Country Director Dr. Kelsey Mirkovic; USAID Health Office Director Christina Lau; Rebecca Minneman, Resident Advisor, President's Malaria Initiative; Chifundo Kuyeli, Child Health Specialist, USAID; Ellen Wan, CDC Malawi*

- 11:45am – 12:00pm Staff freshen up and check out of hotel
- 12:00pm – 12:45pm Transit via hired car to Kamuzu International Airport
- 12:45pm **Arrive Kamuzu International Airport for check-in and security**
- 2:45pm **Depart Kamuzu International Airport (LLW) on Ethiopian #876**  
*Flight time 4h*
- 7:45pm **Arrive Addis Ababa Bole International Airport (ADD)**  
*Layover 2h 55m*
- 10:40pm **Depart ADD on Ethiopian #500**  
*Flight time 16h (includes refueling stop in Dublin)*

### **Saturday, August 12 --- Travel**

*Attire: Casual.*

- 8:35am **Arrive IAD**

**U.S. House of Representatives Committee on Ethics**  
**UN Foundation and Friends of the Global Fight Against AIDS, Tuberculosis and Malaria**  
**Congressional Staff Delegation – Malawi – August 5 – 12, 2023**

**Primary Sponsor Form – Attachment 1**

**A. List of Invited House Staff**

**Courtney Kaufman, Legislative Assistant, Rep. Mike Lawler (R-NY-17)**

Courtney serves as the Legislative Assistant to Rep. Mike Lawler who is a member of the House Committee on Financial Services and the House Committee on Foreign Affairs. Courtney's portfolio includes health care, women's issues, education, international affairs, and emergency management among other subjects.

**Maddie Mitchell, Foreign Policy Legislative Assistant, Rep. Jen Kiggans (R-VA-02)**

Maddie is the Foreign Policy Legislative Assistant for Rep. Jen Kiggans who serves on the House Committee on Armed Services, the House Committee on Natural Resources, and the House Committee on Veterans' Affairs. Maddie covers the foreign policy portfolio, including global health.

**B. 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:**

UNF and Friends are the two sponsors of this trip, jointly organizing the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

UN Foundation received a contribution from the Bill & Melinda Gates Foundation (BMGF), which was made with the knowledge that congressional travel generally might be funded. The BMGF has not played any role in organizing the trip, and has not been involved in the selection or invitation of the trip participants.

The UN Foundation works to educate all Americans, including Members and Staff of the U.S. Congress, on the importance of a strong U.S.-UN relationship, with a particular focus on bilateral and multilateral global health issues such as global immunization, malaria, and child health. Participants will learn how bilateral USAID, CDC, the President's Malaria Initiative, and PEPFAR global health interventions work in complement with, and are amplified by, multilateral UN and Global Fund to Fight AIDS, Tuberculosis, and Malaria global health activities.

Friends of the Global Fight ("Friends") advocates for U.S. support of the Global Fund to Fight AIDS, Tuberculosis and Malaria and its goal of ending these epidemics. By engaging policymakers on this trip, Friends hopes to share the value and impact of U.S. investment in the Global Fund and bilateral global health programs in fighting infectious disease abroad.

**C. 15. b. 1) Detail the cost per day of meals (approximate cost may be provided):**

\$97 per day in Lilongwe, 4 days in Lilongwe = \$388

\$90 per day in Nkhata Bay District, 2 days in Nkhata Bay District = \$180

Total meal cost, good faith estimate = \$568.00

**D. 15. b. 2) Provide the reason for selecting the location of the event or trip:**

During the trip, the delegation will travel to Malawi to observe how the US, the Global Fund to Fight AIDS, Tuberculosis and Malaria, and the UN are working together to eradicate polio and increase child immunization rates, reduce the burden of malaria, and improve access to HIV and TB interventions.

Malawi was chosen for several reasons, including immunization as a key area of collaboration between the U.S. Government, UN, and Government of Malawi; the country recently experienced a polio outbreak that required a multi-sectoral response to contain; the entire population of 18.6 million people are at risk of malaria; the country is one of three pilot countries of the first-ever malaria vaccine; and the country continues to face a severe HIV epidemic.

This learning trip provides an opportunity for the delegation to learn about impact of bilateral global health programs led by CDC, USAID, the President's Malaria Initiative, and PEPFAR, and multilateral partnerships through UNICEF, WHO, Gavi, the Vaccine Alliance, the Global Polio Eradication Initiative, and the Global Fund in Lilongwe and Nkhata Bay District, Malawi.

The delegation will conduct site visits to rural and urban health facilities, national vaccine cold storage, polio campaign monitoring, malaria indoor spraying campaigns, and HIV clinics. Staff will also meet with community health workers, technical experts, public health NGOs, and families benefitting from US investments.