

COMMITTEE ON ETHICS

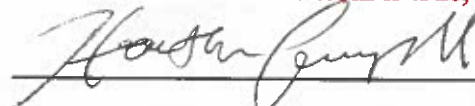
EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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.

- Name of Traveler: Heather Campbell
- a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: August 26, 2023 Return: September 2, 2023
b. Dates at Personal Expense, if any: _____ **OR** None
- Departure City: Manchester Destination: Armenia, Georgia, Azerbaijan Return City: Washington, D.C.
- Sponsor(s), Who Paid for the Trip: International Committee of the Red Cross (ICRC)
- Describe Meetings and Events Attended: Educational meetings and events to learn about the ICRC and its humanitarian activities throughout Armenia, Georgia, and Azerbaijan.
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - the letter from the Committee on Ethics approving my participation on this trip.
- 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: 9/15/23

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: Rep. Kay Granger Date: 9/15/23

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:  _____ 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.

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 submitted at 1015 Longworth House Office Building or 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: Heather Campbell

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. Kay Granger

Office Address: 2308 Rayburn House Office Building

Telephone Number: 202-836-0635

Email Address of Contact Person: heather.campbell@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 email: travel.requests@mail.house.gov.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Heather Campbell
2. Sponsor(s) who will be paying or providing in-kind support for the trip: International Committee of the Red Cross (ICRC)
3. City and State **OR** Foreign Country of Travel: Georgia, Armenia, Azerbaijan
4. a. Date of Departure: August 26, 2023 Date of Return: September 2, 2023
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, invitation, 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 Deputy Chief of Staff for Rep. Kay Granger, this trip will provide valuable insight on the activities of the International Committee of the Red Cross and oversight of US humanitarian aid in this region.
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:

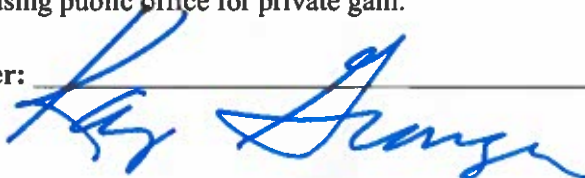
ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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: _____

7/23/23





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PRIMARY TRIP SPONSOR FORM

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

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

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



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10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

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

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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

19. Check only one:

- a. I certify that I am an officer of the organization listed below; **OR**
- b. *Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

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

Signature:  _____ Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____

INSTRUCTIONS

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

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

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

For questions, please contact the Committee on Ethics at:

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

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

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

August 22, 2023

Ms. Heather Campbell
Office of the Honorable Kay Granger
2308 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Campbell:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Georgia, Armenia, and Azerbaijan,¹ scheduled for August 26 to September 2, 2023, sponsored by International Committee of the Red Cross.

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.

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,

A handwritten signature in blue ink that reads "Michael Guest". The first letter "M" is large and loops around the start of the name.

Michael Guest
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is fluid and cursive, with the "S" and "W" being particularly prominent.

Susan Wild
Ranking Member

MG/SW:mc

Traveler	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses
Jesse Von Stein	2122.62 USD	386.59 USD	251.29 USD	25 USD (Azerbaijan visa)
Sebastian Wigley	2122.62 USD	386.59 USD	251.29 USD	25 USD (Azerbaijan visa)
Danielle Fulfs	2180.41 USD	386.59 USD	251.29 USD	25 USD (Azerbaijan visa)
James Johnson	2149.41 USD	206 USD	150.34 USD	n/a
Heather Campbell	1751.04 USD	386.59 USD	251.29 USD	25 USD (Azerbaijan visa)

ICRC August 2023 Caucuses StaffDel Invitee List

First Name	Last Name	Office	Title
Danielle	Fulfs	Office of Representative Adam Schiff	Legislative Director
James	Johnson	Office of Representative Frank Pallone	Legislative Director
Heather	Campbell	Office of Representative Kay Granger	Deputy Chief of Staff
Jesse	Von Stein	Office of Representative Jim Baird	Legislative Director

PROGRAM AGENDA

WASHINGTON

Departure - Saturday, 26 August	
9:00 PM	Depart Washington-Dulles (IAD) on Qatar Airways #QR 708 to Doha;
8:50 PM	Depart Doha via #QR 285 to Yerevan IAD-DOH-EVN

YEREVAN

Participants: 6 Congressional staffers; 2 WAS; 1 State/PRM

Day 1 – Monday, 28 August	
Dress: Business Attire (dress shirt/slacks/sturdy shoes)	
12:50 AM	Arrive Yerevan via #QR 285; transfer to Ibis Hotel (breakfast included)
08:30 AM - 12:30 PM	Meet in hotel lobby for departure to Goris
12:30 – 01:05 PM	Arrival in Goris: visit to the site of renovation of the Emergency Department in the Goris Medical Center to allow staff to evaluate how U.S. contributions to the ICRC have positive impact on healthcare access and outcomes of vulnerable populations. Meeting with the Director Mr. Davit Mashuryan
01:05 – 01:10 PM	Transfer to the Goris Sub-delegation.
01:10 - 01:40 PM	Exchange with medevac patients (going to NK as part of the humanitarian convoy) in the presence of the Governor of Syunik Mr. Robert Ghukasyan at the ICRC Sub-delegation in Goris, allowing staffers to witness ICRC impact as a neutral intermediary.
02:15 PM	Transfer to Tegh Enlarged Community <i>along with the convoy bound for NK to witness the scale of operations.</i> (Lunch boxes will be provided)
02:45 – 03:45 PM	Tour assistance projects in Tegh Community accompanied by the Head of community: (a) irrigation project; (b) agricultural machinery, to demonstrate how US support of ICRC operations contributes to building resilience into the humanitarian response, beyond emergency food relief.
04:00 – 08:00 PM	Departure from Tegh back to Yerevan; transfer to dinner location.
08:00 PM- 09:30 PM	Dinner at Vostan Restaurant (8 Abovyan Street) and contextual briefing with Mr. Thierry Ribaux, Head of Delegation, Armenia, as well as Nicole Nasseh, Protection Coordinator, Gegham Petrosyan Health Programme manager.
09:30 PM	Return to hotel; RON.
Day 2 -Tuesday 29 August	
Dress: Business Attire (dress shirt/slacks)	
08:15 AM	Check-out and bring luggage to lobby for collection.
08:30 AM	Pick-up from hotel for transfer to the Scientific-Practical Center of Forensic Medicine (SPCFM) of the Ministry of Health of the Republic of Armenia (See objective above)
09:00 – 10:15 AM	Arrival at the SPCFM: - DNA LAB (40 min briefing)

2023 U.S. CONGRESSIONAL STAFF VISIT TO THE CAUCASUS REGION

	- Introduction to the Medicolegal Institute of Armenia by Dr. Mher Bisharyan, Director of the SPCFM (30 min)
10:15 AM -	Transfer from the SPCFM to the ICRC office
11:00 – 12 :00 PM	Lunch combined with briefings on: <ul style="list-style-type: none"> - Humanitarian Forensic Action and the ICRC / Forensic and the Missing in the framework of the Goris morgue and the SPCFM visits. - A short meeting with Ms. Gayane Gasparyan, Head of the Working Group of the Interagency Commission on the Issues of Prisoners of War, Hostages and Missing Persons of Armenia
12:00 – 02:00 PM	Travel to Armavir town (45km from Yerevan, 45’): visit to the venue of marking of the International Day of the Disappeared (est. duration of the visit 45’): <ul style="list-style-type: none"> - viewing the preparation of the exposition - exchange with the families of missing persons (FoM) meeting the partners from the Armenian Red Cross Society (ARCS) in the venue. (see above objective)
02:00 PM	Depart to Airport (35km from Armavir, 35’) ert Tbilisi.
04:45 PM	Depart Yerevan ert Tbilisi via Fly Arna #G6603

TBILISI

Participants: 6 Congressional staffers; 2 WAS; 1 State/PRM

Day 2 – Tuesday, 29 August	
Dress: Business Casual	
5:30 pm	Arrival via Fly Arna #G6603 . Transfer from airport to Hilton Garden Inn hotel (breakfast included)
7:20 pm	Optional Dinner: Depart hotel to walk (10 minutes) to Rtveli restaurant for dinner accompanied by Head of Delegation, or free time.
7:30 pm – 9:00 pm	Dinner at Rtveli restaurant. Note: U.S. Embassy representatives to join dinner.
9:10 pm	Return to hotel; RON.
Day 3 – Wednesday 30 August	
Dress: Business Attire (dress shirt/slacks/skirt)	
7:45 – 8:10 am	Check-out and bring luggage to lobby for pick-up.
8:15 am	Pick up from the hotel and transfer to ICRC Office (10 min walk)
8:30 am- 10:00 am	ICRC contextual briefing by Head and Deputy Head of Delegation in Georgia and briefing on the missing persons’ programme by the Regional Missing Persons Coordinator & Regional Forensic Coordinator
10:00 am- 10:45 am	Transfer to National Forensic Bureau (NFB).
10:45 am to 12:45 pm	Briefing visit at the NFB with Dr Nino Kikabidze, Head of Forensic Medicine Department, LEPL Levan Samkharauli National Forensics Bureau (NFB) to demonstrate to staffers the critical role to be played by the NFB in the identification of Georgian missing persons in connection to the 1990’s and 2008 armed conflicts. Accompanied by ICRC Regional Forensic Coordinator and Forensic Expert.

2023 U.S. CONGRESSIONAL STAFF VISIT TO THE CAUCASUS REGION

12:45 to 1:30 pm	Transfer to Tbilisi city center.
1:30 to 3:30 pm	Lunch at Zala restaurant with ICRC Envoy on Missing Persons in the Caucasus to brief on the transition of the missing persons' program and ICRC Head of Delegation
3:30 to 4:00 pm	Transfer by ICRC vehicle to the State Ministry for Reconciliation and Civic Equality (SMR) at the State Chancellery.
4:00 to 5:15 pm	Meeting with the State Ministry for Reconciliation and Civic Equality (SMR), Ms. Tea Akhivlediani to discuss how ICRC support enables Georgian authorities to gradually takeover the tasks related to the search, recovery, identification of missing persons and support to their families in connection to the 1990s and 2008 armed conflicts.
5:30 pm	Departure to Tbilisi airport – snacks available
8:10 pm	Departure to Baku via Azerbaijan Airlines #J2 9234

BAKU

Participants: 5 Congressional staffers, 2 WAS, 1 State/PRM

Day 3 – Wednesday 30 August	
9:20 PM	Arrival via Azerbaijan Airlines #J2 9234 and transfer to Radisson Baku hotel (breakfast included); RON
Day 4 – Thursday 31 August	
Dress: Business attire (jacket and tie for men; corresponding attire for women)	
07:30 AM	Check out of hotel with luggage. Go for briefing at U.S. Embassy for staffers and PRM.
08:00 AM	Transfer to ICRC Delegation in ICRC vehicles
08:30 AM	Briefing at the ICRC delegation - <i>ICRC mandate, history and activities in Azerbaijan</i> - <i>ICRC mandate and activities in favor of the missing and their families; humanitarian forensics and capacity building of Azerbaijani experts; support to families of the Missing</i>
10:00 AM	Briefing on the Missing in Azerbaijan by Mr. Ismail Akhundov, Head of Working Group of State Commission on Prisoners of War, Hostages and Missing Persons
10:40 AM	Transfer to DNA Lab of the Main Military Hospital
11:00 AM	Visit DNA Lab of the Main Military Hospital of the State Security Service and briefing by Dr Senan Babayev on the use of DNA in identification of missing persons.
12:20 PM	Depart for Lunch at Olive Garden Restaurant
12:30 PM	Working lunch with ICRC team to debrief on the meetings and visit to the labs.
1:30 PM	Departure for Horadiz; (approx. 4.5 – 5 hrs drive)
6:00 PM	Arrival at Evim Hotel, Horadiz, Fizuli District
7:00 PM – 8:30 PM	Working Dinner at hotel with ICRC Head of Delegation, Protection and Forensic Coordinators, Head of Barda Sub-Delegation, Weapons and Explosive Contamination Delegate and Governmental experts to brief the delegation on the Pilot Project on Recovery and Identification of conflict-related missing persons and on the importance of humanitarian mine action for forensic activities.

2023 U.S. CONGRESSIONAL STAFF VISIT TO THE CAUCASUS REGION

8:30 PM	Return to hotel, RON.
Day 5 – Friday 01 September	
*Dress: Field Attire (long sleeve shirts, long pants, boots/sturdy shoes, hat)	
7:45 AM	Check out with luggage.
08:00 AM	Departure from Evim Hotel, Horadiz.
09:00 AM	Visit of an exhumation site (Yukhari Sayedakhmedli, Fizuli district) and on-site briefing on forensic exhumation work with Dr Nurana Huseynova, Forensic Medical Expertise and Pathological Anatomy Association and Dr Akif Quliyev, Institute of Archeology, Ethnography and Anthropology.
11:30 AM	Lunch at exhumation site, debriefing with the government representatives of the multidisciplinary team.
12:30 PM	Return to delegation in Baku (4.5 - 5 hrs drive)
5:30 PM	Meeting with Hikmat Hijaev, Foreign Policy Advisor to President Aliyev, to discuss peace negotiations with Armenia
6:30 PM	Meeting at the Delegation with representatives of the Families of the Missing to share the pain of ambiguous loss and other challenges of living without clarity on fate and whereabouts of a missing relative.
7:00 PM	Depart from Delegation to dinner at Park Inn Radisson Hotel
7:30 PM – 9:30 PM	Debriefing dinner at Radisson Hotel restaurant with Head of Delegation and team on the visit and ICRC activities in favour of the missing and their families
11:15 PM	Check-out with luggage.
11:30 PM	Departure from hotel to airport. (<i>Travelers: Fulfs, Mendoza, Campbell, Wigley, von Stein, Malenas</i>)
Day 6 – Saturday 02 September	
02:30 AM	Depart Baku to Istanbul via Turkish Airlines #TK 337 .
8:15 AM	Depart Istanbul to Washington-Dulles via Turkish Airlines #TK187 (via Istanbul)
12:10 PM	Arrive Washington-Dulles via Turkish Airlines #TK187

ICRC Washington Delegation Contact Phone Numbers/WhatsApp	
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