

# 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: Anna Rosalie Ferrara
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: February 17, 2024 Return: February 24, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Brussels, Belgium and Helsinki, Finland Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Center for Strategic and International Studies
6. Describe Meetings and Events Attended: \_\_\_\_\_  
We met with foresight experts and practitioners with the key ministries in the Finnish government, at various European Union bodies, and at NATO Headquarters, as well as experts at premier research and academic institutions in both countries.
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: 02/29/2024

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: 2/29/2024

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: Center for Strategic and International Studies

2. Travel Destination(s): Brussels, Belgium & Helsinki, Finland

3. Date of Departure: Feb 17, 2024 Date of Return: Feb 24, 2024

4. Name(s) of Traveler(s): Anna Ferrara, Jonathan Hefner, Sophie Mirviss, Taryn Woody, Ben Talus

*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	\$2,624	\$1,213	\$505	
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: 02/28/2024

Name: Elizabeth Hoffman Title: Director of Congressional & Go

Organization: Center for Strategic and International Studies

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

Address: 1616 Rhode Island Ave. NW Washington DC 20036

Telephone: 202-775-3186 Email: ehoffman@csis.org

*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

1. Name of Traveler: Anna Rosalie Ferrara
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center for Strategic and International Carnegie Corporation of New York
3. City and State **OR** Foreign Country of Travel: Brussels, Belgium; Helsinki, Finland
4. a. Date of Departure: February 17, 2024 Date of Return: February 24, 2024  
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 a Professional Staff Member on the Science Committee, having the opportunity to meet with foresight experts and practitioners with the key ministries in the Finnish government, at various European Union bodies, and at NATO Headquarters, as well as experts at premier research and academic institutions will help enhance my understanding of long-range trends, key changes in the global environment affecting U.S. and international security, and tools and best practices of strategic foresight. This trip will also be particularly helpful for my official duties on the Committee as we continue to think about the future and ways for the U.S. scientific enterprise to align with like-minded partners to compete globally and bolster our economic and natural security.~~

9. Yes  No  **Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: 01/16/2024

# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

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, services, or in-kind assistance 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. \_\_\_\_\_
- 

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 the statement is true by clicking the 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:

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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:

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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 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.*

18. **Total Expenses for each Participant:**

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

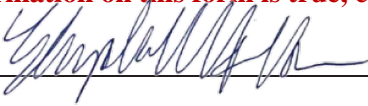
	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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: \_\_\_\_\_

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# 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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Name of Primary Trip Sponsor for this trip: Center for Strategic and International Studies
2. Name of your organization: Carnegie Corporation of New York
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: Nicole Howe Buggs Date: January 17, 2024

Name: Nicole Howe Buggs Title: CAO & Corp Secy

Organization: Carnegie Corporation of NY

Address: 437 Madison Avenue, NY, NY 10022

Telephone: (212) 371-3200 Email: nb@carnegie.org

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.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

February 6, 2024

Ms. Anna Ferrara  
Committee on Science, Space, and Technology  
2321 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Ferrara:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Belgium and Finland,<sup>1</sup> scheduled for February 17 to 24, 2024, sponsored by Center for Strategic and International Studies and Carnegie Corporation of New York.

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,

Handwritten signature of Michael Guest in blue ink.

Michael Guest  
Chairman

Handwritten signature of Susan Wild in blue ink.

Susan Wild  
Ranking Member

MG/SW:tn

## Grantmaking Organization Certification Form

**Instructions:** If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form*. The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Carnegie Corporation of New York

Private Sponsor: Center for Strategic and International Studies

Trip Name: CSIS Staff Delegation to Brussels and Helsinki

Travel Date(s): February 17 - 24, 2024

Destination(s): Brussels, Belgium; Helsinki, Finland

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- The grantmaking organization is a § 501(c)(3) organization.
- The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Nicole Howe Buggs  
*(Printed name of grantmaking organization representative)*

CAO & Corporate Secretary  
*(Title)*

  
*(Signature of grantmaking organization representative)*

January 17, 2024  
*(Date)*

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:

**Anna Ferrara**, Professional Staff Member, House Committee on Science, Space, & Technology  
Subcommittee on Research and Technology

*Anna was chosen for the unique perspective she brings to international security topics given her years of experience focusing on research and development as well as unmanned aerial systems for the House Committee on Science, Space, and Technology.*

**Jonathan Hefner**, Legislative Assistant, Rep. Steve Scalise (R-LA)

*Jonathan was chosen for his background handling energy, oversight, and national security policy for House Republican Majority Leader Scalise.*

**Sophie Mirviss**, Staff Director, House Foreign Affairs Subcommittee on Middle East, North Africa, and Central Asia

*Sophie was chosen for her experience working as a foreign policy and defense legislative assistant in personal offices and on the Foreign Affairs Committee.*

**Ben Talus**, Foreign Policy Adviser, Rep. Jerry Nadler (D-NY)

*Ben was chosen for his years of experience in advising members on foreign policy issues and his focus on international economics.*

**Taryn Woody**, Professional Staff Member, House Foreign Affairs Committee

*Taryn was chosen for her current work on the Foreign Affairs Committee dealing with Central Asia and counterterrorism efforts, as well as her previous experience working on Arctic issues and weapons sales.*

**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:

The CSIS Congressional Foresight Initiative aims to enhance staff members' understanding of long-range trends and global challenges affecting national security. This trip was organized by CSIS to provide the travelers an opportunity to explore how foresight is integrated across the European Union and NATO, with a specific focus on the future of the transatlantic relationship.

The Carnegie Corporation of New York has funded projects at think tanks and research centers to provide authoritative, fact-based knowledge and analysis, placing a special emphasis on Congressional education. Carnegie supports CSIS's Congressional Foresight Initiative to expand the understanding of critical international peace and security issues among congressional staffers. Carnegie funds this project in full, but does not have any role in selecting speakers or Congressional staff participants.

**15.** I represent that:

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): \$130.00 per person

2) Provide the reason for selecting the location of the event or trip: Brussels is home to both EU and NATO decision making. Finland is NATO's newest member and has a proven record of implementing foresight into government planning.

**CSIS Congressional Foresight Staff Delegation  
to Brussels and Helsinki  
Final Itinerary**

**Saturday, February 17**

*Location: Washington, DC*

- 3:00PM Arrive at Dulles International Airport (IAD)
- 5:50PM Depart IAD on United Flight (UA950)

**Sunday, February 18**

*Location: Brussels, Belgium*

- 7:15AM Arrive Brussels Airport (BRU)
- 7:45AM Customs and Pickup
- 8:30AM Transit to Hotel
- 9:00AM Check into Hotel (Renaissance Brussels Hotel)
- 10AM-6PM Personal Time
- 6:00-6:30PM Depart Hotel
- 6:30-9:15PM Working Dinner on the year ahead for Europe**  
*Topic: the year ahead for the EU (war in Ukraine and its impacts, EU Parliament elections, current political debates)*  
*Meeting with: Graeme Carter (ESPAS Coordinator) & Salvatore Finamore (Political Administrator, Council of the EU Secretariat)*
- 8:30PM Return to Hotel

**Monday, February 19**

*Location: Brussels, Belgium*

- 7:45AM Breakfast in Hotel
- 8:15-8:40AM Depart Hotel
- 9:00-10:00AM Briefing from European Commission Staff**  
*Topic: overview of the European Commission*

*Meeting with: Haydn Schofield (European Commission, DG COMM)*

10:00-10:30AM

Transit

**10:30-11:30AM**

**Meeting with Airbus**

*Topic: Europe's defense industrial base and coordination among European NATO allies*

*Meeting with: Nathalie Errard (Senior Vice President, Head of EU & NATO Affairs)*

11:30AM-12:15PM

Transit

**12:15-2:00PM**

**Lunch Discussion with Centre for European Policy Studies**

*Topic: EU security and defense cooperation in the Indo-Pacific*

*Meeting with: Stefania Benaglia (Head of Foreign Policy Unit), Camille Ford (Researcher) and Dylan Macchiarini Crosson (Researcher)*

2:00-2:30PM

Transit

**2:30-3:45PM**

**Meeting with ESPAS Partners**

*Topic: development of ESPAS and ESPAS Global Trends Report 2024*

*Meeting with:*

- *Graeme Carter, ESPAS Coordinator*
- *Eamonn Noonan, Policy Analyst, Policy Foresight Unit, European Parliament*
- *Salvatore Finamore, Political Administrator, Council of the EU Secretariat*

3:45-4:00PM

Break

**4:00-5:00PM**

**Meeting with Council of the European Union Secretariat, Analysis and Research Team (ART)**

*Topic: The role of the Council Secretariat of the EU and the ART; ART approach to foresight, and how foresight fits within the broader context of their work; Discussion on the 'Forward Look 2024' report and the process that led to its production.*

*Meeting with:*

- *Jan Alhadef, Acting Head of Unit, ART*
- *Edina Adam, Political Administrator*
- *Others: Salvatore Finamore; Mario Capato; Charles Petitjean De Marcilly; Marlene Erll; Marek Bican; Marta Marafona; Jiri Sikora; Carlo Marzocchi; Tarik Meziani*

5:00-5:15PM

Transit

**5:15-6:15PM**

**Meeting with European Parliament foreign policy advisers**

*Topic: Parliaments in transatlantic relations, parliamentary cooperation and parliamentary diplomacy*

*Meeting with:*

- *Etienne Bassot, Director, Members' Research Service*
- *Eleni Lazarou, Acting Head of Unit, XPOL*
- *Others: Gisela Grieger, Marcin Szczepański; Pekka Hakala, Alexandros Karides, Myriam Goinard*

6:15-6:45PM Transit

**6:45-8:45PM Working Dinner with European Policy Centre and Carnegie Europe**

*Topic: fostering sustainable EU-US relations, as well as the future of Europe and scenarios for EU enlargement.*

*Meeting with:*

- *Ricardo Borges de Castro (Associate Director and Head of the Europe in the World Programme)*
- *Lizza Bomassi (Deputy director of Carnegie Europe)*

8:45PM Return to Hotel

## **Tuesday, February 20**

*Location: Brussels, Belgium*

8:30AM Breakfast in Hotel

9:00-9:30AM Depart Hotel

**9:30-11:00AM Briefing from US Embassy Brussels and US Mission to the EU**  
*Topic: bilateral relations with Belgium and Belgium's priorities as Council president; how USEU manages relations with the EU; current political debates happening in Brussels (specifically issues that would affect the U.S.-EU relationship).*

*Meeting with:*

- *Emily Armitage (Political Military Chief and Acting Political Counselor, USEU)*
- *Dan Froats (Economic Counselor, USEU)*
- *Brian Husar (Political Officer, USEU)*
- *Dan Phelps (Economic Officer, U.S. Embassy Belgium)*

11:00-11:30AM Transit

**11:30AM-12:30PM Meeting with European External Action Service**

*Topic: transatlantic and European security*

*Meeting with:*

- *Alar Olljum (Senior Policy Advisor, Policy Planning and Strategic Foresight Division, European External Action Service)*
- *Giuseppe Porcaro (Policy Advisor Strategic Foresight & Policy Planning)*
- *Anita Sek-Pajic (Anita Šek-Pajić, Policy Advisor at Strategic Policy Planning Division)*
- *Lars-Gunnar Wigemark (Head of Mission, EU Rule of Law Mission in Kosovo)*
- *Andras Kos (Coordinator for NATO, European and Transatlantic partnerships)*
- *Aaretti Siitonen (Desk Officer, United States, at European External Action Service)*

**12:30PM-1:15PM Working Lunch with European External Action Service and ESPAS**

*Topic:*

*Meeting with: Graeme Carter, Alar Olljum, Giuseppe Porcaro*

1:15-1:40PM Transit

**1:40-2:50PM Meeting with European Commission Secretariat General Foresight & Strategic Communication Unit and the Joint Research Centre**

*Topic: Commission approach to strategic foresight and its implications for policy planning; Vice President's Foresight Network and Ministers of the Future*

*Meeting with:*

- *Beata Kolecka (Head of Unit, Foresight and Strategic Communication, Secretariat-General of the European Commission)*
- *Daniel de Ojeda García-Pardo (Head of Unit in the European Commission's Secretariat-General for the coordination of foreign, security and defence policies' implementation)*
- *Grzegorz Drozd (Team Leader for Strategic Foresight)*
- *Thomas Hemmelgarn (EU Policy Lab at the European Commission's Joint Research Centre)*
- *Laurent Bontoux (Senior Foresight for Policy Expert at the EU Policy Lab of the European Commission's Joint Research Centre)*

2:50-3:30PM Transit

**3:30-5:30PM Meeting with European Parliamentary Research Service (EPRS), Policy Foresight Unit**

*Topic: How foresight is applied in the European Parliament: Practical examples (Ukraine EU accession, deterring Russia) future shocks*

*Meeting with:*

- *Eschel Alpermann (Head of Unit)*
- *Mario Damen (Policy Analyst)*



- Virginia Mahieu, Suzana Anghel, Zsolt Pataki, Eamon Noonan,  
Alberto Fuertes Ferragut, Aurore Tabart, Nora Tischmann

5:30-6:00PM Tour of the European Parliament

6:00-6:30PM Transit

6:30-8:00PM Working Dinner to Debrief on EU Portion of Trip

8:00PM Return to Hotel

**Wednesday, February 21**

*Location: Brussels, Belgium*

7:45AM Breakfast in Hotel

8:30AM Check out of Hotel

9:15-10:00AM Depart Hotel for NATO Headquarters

10:00-10:20AM NATO security screening/visitor badge issuance

10:20-10:30AM Depart visitor center, walk to first event in USNATO

**10:30-11:30AM Welcome and briefing from USNATO: “NATO 101”**

*Briefer: Chris Lozo (USNATO Legal Advisor)*

*Featuring Rachel Ellehuus (Secretary of Defense Representative in Europe (SECDEFREPEUR) and the Defense Advisor (DEFAD) for the U.S. Mission to NATO)*

**11:30AM-12:30PM Discussion of the NATO Strategic Concept**

*Briefer: Nicola de Santis (Head of Sections, NATO Public Diplomacy)*

**12:30PM-1:30PM Working lunch with USNATO mission staff**

*Meeting with: Julien Strandt and Clare Roberts (NATO Innovation, Cyber and Hybrid Policy Division)*

**1:30-2:30PM Briefing and discussion on Defence Innovation Accelerator for the North Atlantic (DIANA)**

*Briefer: Christian von Buttlar (Office of the DIANA Chair, Head Innovation, Hybrid and Cyber Division)*

**2:30-3:30PM Briefing and discussion on Counter Disinformation**

*Briefer: Robin El Kady (NATO IS Information Environment Assessment Team)*

**3:30-4:30PM Tour of NATO HQ and USNATO facilities**

*Guide: Nicholas Nguyen (Officer, Public Disclosure, NATO Archives)*

4:30-4:45PM Transit to Airport  
7:10PM Depart BRU for HEL on Finnair Flight (AY1546)  
11:00PM Transit to Hotel  
11:30PM Check into Hotel (Scandic Grand Central Helsinki)

**Thursday, February 22**

*Location: Helsinki, Finland*

8:30AM Breakfast in Hotel  
9:00-9:45AM Depart Hotel  
**9:45-11:00AM Roundtable Discussion with Ministry for Foreign Affairs & Ministry of Defense**  
*Topic: European security, NATO, Russia and Ukraine; Finnish and transatlantic perspectives”*  
*Meeting with:*

- *Klaus Korhonen (Ambassador for Policy Planning at the MFA Unit for Policy Planning and Research, Former Ambassador to NATO)*
- *Marja Liivala (Director General of the Department for Russia, Eastern Europe & Central Asia)*
- *Mikael Antell (Deputy Director General for Political Affairs)*
- *Tuomas Koskeniemi (Ministerial Adviser at the Ministry of Defence)*
- *Hanna-Leena Korteniemi (Director of the Unit for North America at the MFA)*

  
11:00-11:15AM Transit  
**11:15AM-12:45PM Lunch Discussion with Prime Minister’s Office Policy Planning Unit**  
*Topic: Finland’s work on the future and the Finnish Foresight network*  
*Meeting with: Jaana Tapanainen-Thiess (Secretary-General of the Government Report on the Future)*  
  
12:45-1:00PM Transit  
**1:00-2:30PM Briefing and Tour of Merihaka Bedrock Civil Defense Shelter**  
*Topic: Finland’s culture of civil defense*  
*Meeting with: Tomi Rask (Emergency Planning Officer, Helsinki Rescue Department)*

2:30-3:00PM Transit

**3:00-4:00PM Meeting with SITRA (The Finnish Innovation Fund)**  
*Topic: the role of Sitra in Finnish society and their foresight work (megatrends, weak signals, and the power to define futures)*  
*Meeting with: Mikko Dufva (Leading Foresight Specialist)*

4:00-4:30PM Transit

**4:30-6:00PM Meeting with Nokia**  
*Topic: 6G technology and Nokia's growing role in the defense sector*  
*Meeting with: Karol Mattila (Head of Corporate Affairs) & David Banjo (Technology Strategy Director)*

6:00-6:30PM Transit

**6:30-9:00PM Working Dinner with United Nations Global Pulse**  
*Topic: The role and work of Global Pulse in the context of supporting UN and other partners as they bring innovation increasingly into their work on the ground.*  
*Meeting with: Tapio Vahtola (Head of office Global Pulse Finland)*

9:00PM Return to Hotel

**Friday, February 23**

*Location: Helsinki, Finland*

7:45AM Breakfast in Hotel

8:15-8:45AM Depart Hotel

**8:45-9:45AM Meeting with U.S. Embassy in Finland**  
*Topic: U.S. bilateral relations with Finland; the Defense Cooperation Agreement*  
*Meeting with: Douglas Hickey (U.S. Ambassador to Finland), Chris Krafft (Deputy Chief of Mission), John Kent (Defense Attache), Ben Rinaker (Political-Economic Counselor)*

9:45-10:00AM Transit

**10:00-11:00AM Meeting with Finnish Parliament Committee for the Future**  
*Topic:*  
*Meeting with:*  
*- Lotta Hamari*  
*- Pauli Kiuru*  
*- Mika Poutala*

- *Sinuhe Wallinheimo*
- *Maria Höyssä (Committee Senior Advisor)*

**11:15AM-12:30PM Working Lunch with Parliamentary Finnish – American Friendship Group**

*Topic:*

*Meeting with: Jani Kokko; Mikko Savola; Atte Harjanne*

**12:30-1:15PM Tour of Parliament Building**

1:15-2:00PM Transit

**2:00-3:30PM Tour and Meeting with the European Centre of Excellence for Countering Hybrid Threats**

*Topic: overview of Hybrid CoE; Russia as a hybrid threat actor, Chinese influence operations in Africa; CoE activities (countering disinformation; wargames)*

*Meeting with:*

- *Viktorija Rusinaitė*
- *Shiho Rybski*
- *Jukka Aukia*
- *Hanne Dumur-Laanila*
- *Anna-Maria Wiker*
- *Rauha-Maija Rannikko*

3:30-6:00PM Personal Time

**6:00-8:00PM Working Dinner with Demos**

*Topic: governments' ability to foster resilience and drive transformation*

*Meeting with:*

- *Juha Leppanen (Chief Executive)*
- *Johannes Nuutinen (Lead, Strategic Initiatives)*
- *Vera Djakonoff (Foresight Expert)*

8:00PM Return to Hotel

**Saturday, February 24**

*Location: Helsinki, Finland*

8:00AM Breakfast in Hotel

8:30-11:00AM Personal time

11:00AM Check out of Hotel

2:00PM Depart HEL on Lufthansa Flight (LH0849)

3:50PM	Arrive Frankfurt Airport (FRA)
5:10PM	Depart FRA on United Flight (UA0933)
8:20PM	Arrive Dulles International Airport (IAD)