COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM ☑ *Original* ☐ *Amendment*

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and *file it with the Clerk of the House by email at gifttravelreports@mail.house.gov*, within 15 days after travel is completed.** Please ***do not*** file this form with the Committee on Ethics.

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

1. Name of Traveler: Kaitlyn Mullen
2. a. Name of Accompanying Relative: _____ *OR* ☒ None
   b. Relationship to Traveler: ☒ Spouse ☒ Child ☐ Other (specify): _____
3. a. Dates: Departure: July 13, 2024 Return: July 19, 2024
   b. Dates at Personal Expense, if any: _____ *OR* ☒ None
4. Departure City: Washington, DC Destination: Tallinn, Estonia; Helsinki, Finland Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Woodrow Wilson International Center for Scholars
6. Describe Meetings and Events Attended: See attached itinerary
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: Kaitlyn Mullen **Date:** 7/29/2024

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: Marcus J. Molinaro **Date:** 7/30/2024

Signature of Supervising Member: MJMolinaro

last updated 7/2023

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: The Woodrow Wilson International Center for Scholars
2. Travel Destination(s): Tallinn, Estonia; Helsinki, Finland
3. Date of Departure: July 13, 2024 Date of Return: July 19, 2024
4. Name(s) of Traveler(s): See attached.

   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	Charter Bus Tallinn: $102 Charter Bus Helsinki: $114 Ferry from Tallinn to Helsinki: $42.73 Round-trip flights: $1,874.32	Tallinn: $249.09 Helsinki: $488.94	Tallinn: $173.72 total Helsinki: $313.55 total	See attached.
Accompanying Family Member	N/A	N/A	N/A	N/A

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: [signature] **Date:** 7/29/2024

Name: Robert Litwak **Title:** Senior Vice President

Organization: The Woodrow Wilson International Center for Scholars

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

Address: 1300 Pennsylvania Avenue NW

Telephone: 202-691-4179 **Email:** robert.litwak@wilsoncenter.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.

last updated 7/2023

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: Kaitlyn Mullen

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: Kaitlyn Mullen

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Marcus J. Molinaro

Office Address: 1207 Longworth House Office Building, 15 Independence Street SE, Washington DC 20515

Telephone Number: 202-225-5441

Email Address of Contact Person: Kaitlyn.Mullen@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: Kaitlyn Mullen
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Woodrow Wilson International Center for Scholars
3. City and State **OR** Foreign Country of Travel: Tallinn, Estonia and Helsinki, Finland
4. a. Date of Departure: Saturday, July 13, 2024 Date of Return: Friday, July 19, 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.**

   I am a Legislative Assistant and handle Rep. Molinaro's foreign affairs and defense portfolios. The activities in the intinertary would build off of my participation in the Wilson Center's Foreign Policy Fellowship and give me the opportunity to engage with high-level foreign officials to gain a better understanding of the history and politics of the Baltics.
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: Mike Molinaro **Date:** 6/10/2024

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:

   Woodrow Wilson International Center for Scholars

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:

   Carnegie Corporation of New York (see Additional Trip Sponsor Form)

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

   See attached list.

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: Saturday, July 13, 2024 Date of Return: Friday, July 19, 2024
7. a. City of departure: Friday, July 19, 2024
   b. Destination(s): Tallinn, Estonia and Helsinki, Finland
   c. City of return: Washington, DC
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:

   See attached response.

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:

   N/A

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): DoS M&IE recommends $110 per day ($330 total pp) for Tallinn and $135 per day ($405 total pp) for Helsinki
      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: Palace Hotel Tallinn City: Tallinn, Estonia Cost Per Night: $115
   Reason(s) for Selecting: Government per diem rate, central location, existing relationship

   Hotel Name: Hilton Helsinki Strand City: Helsinki, Finland Cost Per Night: $165
   Reason(s) for Selecting: Government per diem rate, central location

   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:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$1,909 for round-trip coach airline fees	Total: $725 Tallinn ($230), Helsinki ($495)	Total: $735 Tallinn ($330), Helsinki ($405)
For each Accompanying Family Member	N/A	N/A	N/A

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

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: June 7, 2024

Name: Robert Litwak Title: Senior Vice President

Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Avenue NW Washington, DC 20004

Email: Robert.Litwak@wilsoncenter.org Telephone: 202-691-4179

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

4) Names of Travelers

Name: Michaela Shields
Title: Legislative Assistant, House Committee on Ways and Means

Name: Marshele Bryant
Title: Senior Policy Advisor, Office of Rep. Mike Quigley

Name: Kaitlyn Mullen
Title: Legislative Assistant, Office of Rep. Marc Molinaro

Name: Luis Reyes
Title: Military Legislative Assistant, Office of Rep. John James

Name: Slate Herman
Title: Counsel, House Committee on Energy and Commerce

Name: Graham Harwood
Title: Professional Staff Member, House Committee on Oversight and Accountability

Name: Samuel "Cam" Shepherd
Title: Legislative Director, Office of Rep. Rick Allen

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4

Total Transportation Expenses:

- Charter bus in Estonia to take participants to and from site visits: **$102**
- Charter bus in Finland to take participants to and from site visits: **$114**
- Roundtrip flights: **$1874.32**
- Tallink Ferry – Ferry to take participants from Tallinn to Helsinki: **$42.73**

Total Per Person: 2,133.05

Total Lodging Expenses:

- Tallinn, Estonia: **$249.09**
- Helsinki, Finland: **$488.94**

Total Per Person: 738.03

Total Meal Expenses:

- July 14, 2024 | Tallinn, Estonia: $50.06
- July 15, 2024 | Tallinn, Estonia: $82.8
- July 16, 2024 | Tallinn, Estonia/ Helsinki, Finland: $113.92
- July 17, 2024 | Helsinki, Finland: $109.5
- July 18, 2024 | Helsinki, Finland: $130.4

Total Per Person: $486.68

Total Other Expenses:

- Vabamu Museum of Occupations and Freedom: **$19.6**
- Narva Museum: **$17.17**
- Guided Tour of UNESCO World Heritage Sites: **$33**
- Ferry to Suomenlinna: **$9**
- Suomenlinna Tour: **$21**
- Café Engel Private Room Fee: **$13**

Total Per Person: $113.3

4) Provide names and titles of ALL House members *and* employees you are inviting.

Trip participants were chosen because they are all alumni of the six-week Foreign Policy Fellowship Program. All alumni of the fellowship were invited to participate in the trip. Participants were selected with attention paid to creating a bicameral and bipartisan group.

Name: Michaela Shields
Title: Legislative Assistant, House Committee on Ways and Means

Name: Marshele Bryant
Title: Senior Policy Advisor, Office of Rep. Mike Quigley

Name: Kaitlyn Mullen
Title: Legislative Assistant, Office of Rep. Marc Molinaro

Name: Luis Reyes
Title: Military Legislative Assistant, Office of Rep. John James

Name: Slate Herman
Title: Counsel, House Committee on Energy and Commerce

Name: Graham Harwood
Title: Professional Staff Member, House Committee on Oversight and Accountability

Name: Justin Rhee
Title: Professional Staff Member, House Committee on Natural Resources

Name: Samuel "Cam" Shepherd
Title: Legislative Director, Office of Rep. Rick Allen

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 Wilson Center is the sole organizer of the trip. The Wilson Center is a Trust Instrumentality of the US government and was established by an Act of Congress in 1968. The Carnegie Corporation of New York funds the Foreign Policy Fellowship, but plays no role in choosing participants, selecting the destination, or designing the itinerary.

The Wilson Foreign Policy Fellowship Program aims to educate congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of the policy challenges and opportunities discussed in the seminars. This study trip to Tallinn, Estonia and Helsinki, Finland will focus on Baltic Sea Security amid Russian aggression, Russian hybrid threats, the NATO alliance, and the impact of the War in Ukraine on the region. Participants will be briefed by the U.S. Ambassador to Estonia, visit the famous Narva border, receive briefings from the Ministry of Foreign Affairs and foreign policy think tanks in the region, and speak with senior government officials in the region. The Wilson Center's goal is to promote a first-hand understanding of policy issues on the

legislative agenda through exposure to the perspectives of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's mission to "unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Carnegie Corporation supports the Wilson Foreign Policy Fellowship Program with a grant aimed to educate Congressional staffers. The Carnegie Corporation shares the Wilson Center's interest in fostering bipartisanship in Congress, as well as in educating lawmakers on critical foreign policy issues.

15b (2) Provide reason for selecting the location of the event or trip.

Finland and Estonia were selected as the location of this trip because of the importance of the region to the legislative agenda. Finland is a new member of the North Atlantic Treaty Organization (NATO) and has heavily supported Ukraine in its fight against Russia. Finland and Estonia both border Russia and have been subjected to its aggression. Baltic security and understanding the complex histories of the region are directly in U.S. interests. It is important for Congressional staffers to meet with stakeholders on the ground to learn first-hand of the present challenges and opportunities in the region.

18. Identify Specific Nature of "Other" Expenses (e.g, taxi, parking, registration fee, etc.)

- Charter bus in Estonia to take participants to and from site visits: **$137 per person**
- Charter bus in Finland to take participants to and from site visits: **$106 per person**
- Vabamu Museum of Occupations and Freedom: **$15.5pp**
- Narva Museum: **$16.3pp**
- Guided Tour of UNESCO World Heritage Sites: **$33pp**
- Tallink Ferry – Ferry to take participants from Tallinn to Helsinki: **$45pp**
- Ferry to Suomenlinna: **$9pp**
- Suomenlinna Museum: **$20pp**

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: Woodrow Wilson International Center for Scholars
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: [signature] Date: 5/30/2024

Name: Deana Arsenian Title: VP, International Program

Organization: Carnegie Corporation of New York

Address: 437 Madison Ave, New York, NY 10022

Telephone: 212-207-6283 Email: DA@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.

last updated 7/2023

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 8, 2024

Ms. Kaitlyn Mullen
Office of the Honorable Marcus J. Molinaro
1207 Longworth House Office Building
Washington, DC 20515

Dear Ms. Mullen:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Estonia and Finland, scheduled for July 13 to 19, 2024, sponsored by Woodrow Wilson International Center for Scholars 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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[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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:kjf

Schedule for 2024 Congressional Staff Trip
Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program, Global Europe Program
July 13 – July 19, 2024

Time Zones:

Dulles, VA, USA	Eastern Daylight Time (GMT -4)
Tallinn, Estonia	Eastern European Standard Time (GMT +2)
Helsinki, Finland	Eastern European Standard Time (GMT+2)

Contacts:

Paige Rotunda	Acting Deputy Director, Congressional Relations	Cell: 771-210-0977
Melissa Viana	Program Assistant, Congressional Relations	Cell: 908-442-9977
Robin Quinville	Director, Global Europe Program	Cell: 703-589-0849
Jason Moyer	Associate, Global Europe Program	Cell: 240-405-5545
U.S. Embassy in Tallinn, Estonia		+372 668 8100
U.S. Embassy in Helsinki, Finland		+358 9 616250

**All times indicated are local time on the ground

Saturday, July 13, 2024
Dulles, VA → Frankfurt, Germany

Attire: Travel attire

Group meets at the gate for departure.

3:20 pm **FLIGHT DEPARTS WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD)**
LH417
Flight Time: 8 hr 5 min

RON **OVERNIGHT FLIGHT**

Sunday, July 14, 2024
Frankfurt, Germany → Tallinn, Estonia

*Attire: Travel attire / **Dinner: Business Attire***

5:25 am **FLIGHT ARRIVES FRANKURT AIRPORT (FRA)**
Customs checkpoint
Layover duration: 4 hr 15 min
Time change from departure airport: +6 hours

9:40 am **FLIGHT DEPARTS FRANKFURT AIRPORT (FRA)**
LH 880
Flight time: 2 hr 20 min

1:00 pm **FLIGHT ARRIVES TALLINN AIRPORT (TLL)**

Time change from departure airport: +1 hour

Group will convene at baggage claim and load charter bus for travel to hotel

1:30 pm **DEPART TALLINN AIRPORT (TLL) FOR PALACE TALLINN HOTEL VIA CHARTER BUS**
Travel time: 15 min

1:30 – 1:45 pm **TRAVEL FROM TALLINN AIRPORT TO PALACE HOTEL**

1:45 pm **ARRIVE PALACE HOTEL TALLINN AND CHECK-IN**
Address: Vabaduse väljak 3
10141 Tallinn, Estonia
Phone: +372 680 6646

1:45– 2:15 pm **NO PROGRAMMING**

2:15 pm **DEPART PALACE HOTEL TALLINN FOR VABAMU MUSEUM OF OCCUPATIONS AND FREEDOM VIA WALKING**
Travel time: 7 min

2:30 pm **ARRIVE VABAMU HISTORICAL MUSEUM OF OCCUPATIONS AND FREEDOM**
Address: Toompea 8b
10130 Tallinn, Estonia
Phone: +372 668 0250

About: The Vabamu Museum of Occupations and Freedom is the largest active non-profit museum in Estonia. Museum exhibits detail the German & Soviet occupations from 1939 to 1991.

The museum introduces the history of Estonia during and after the Soviet and Nazi occupations, arriving at the era of restoration and independence.

2:30– 3:30 pm **TOUR AND DISCUSSION AT VABAMU MUSEUM**

Tour guide: **Liina Koitla, Vabamu**

Topics of Discussion (1 hour):
- Estonia's history of occupation and independence
- Estonia's relationship with the Soviet Union

3:30 pm **DEPART VABAMU MUSEUM OF OCCUPATIONS AND FREEDOM FOR PALACE HOTEL TALLINN VIA WALKING**
Travel time: 7 min walk

3:30- 5:45 pm **NO PROGRAMMING**

5:45 pm **DEPART PALACE HOTEL TALLINN FOR RADO RESTAURANT VIA WALKING**
Travel time: 10 min walk
Note: Business attire is required for dinner

6:00- 8:00 pm **WELCOME DINNER & ORIENTATION BRIEFING**
Address: Rado Restaurant, Vene 7, 10123 Tallinn, Estonia
Phone: +372 5858 8995

Presenters: **Ambassador George P. Kent,** US Ambassador to Estonia
DCM, US Embassy Tallinn
Political Officers, US Embassy Tallinn

Topics of Discussion (2 hours):
- US-Estonia bilateral relations
- US-Russia Relations and related policies from a US Embassy Estonia perspective
- Impact from the Ukraine War on Baltic countries

END OF PROGRAMMING

RON **PALACE HOTEL TALLINN**
Tallinn, Estonia

Monday, July 15, 2024
Tallinn, Estonia

Attire: Business Casual

7:00 am **BREAKFAST ON YOUR OWN AT THE HOTEL**
Breakfast included in the hotel reservation.

8:00 am **DEPART PALACE HOTEL TALLINN FOR NARVA VIA BUS**
Travel time: 2 hr 30 min

8:00– 10:30 am **TRAVEL FROM HOTEL TO NARVA MUSEUM AND CASTLE**

BUS BRIEFING (1.5 hours)

Presenters: **Robin Quinville**, Director, Global Europe Program
Jason Moyer, Associate, Global Europe Program

Topics of Discussion (1.5 hours):
- Contemporary Estonian politics and demographics
- Baltic Sea security and Russian hybrid threats

10:30 am **ARRIVE AT HISTORICAL NARVA MUSEUM AND CASTLE**
Address: Peetri plats 7
20308 Narva, Estonia

About: More than 700 years old, Hermann Castle in Narva has been ruled over by Danes, Germans, Swedes and Russians through the centuries, but now finally belongs to Estonians.

On the very edge of NATO's eastern flank, there is a deep history in the Narva region that began in World War I. This museum visit will look at the management of the border during the War in Ukraine, migration through the border during the war and the history of the Russia-Estonia border throughout history.

10:30– 12:30pm **TOUR AND DISCUSSION AT NARVA MUSEUM**

Topics of Discussion:

- History of the Narva region
- Origins of the border, post-World War II administrative boundary and current state of the international border

12:30 pm **TOUR OF NARVA MUSEUM AND CASTLE CONCLUDES. DEPART MUSEUM FOR VIEW OF BORDER VIA WALKING**

12:30- 1:00 pm **VIEW OF ESTONIA-RUSSIA BORDER & DISCUSSION**

Presenter: **Robin Quinville**, Director of the Global Europe Program

Topics of Discussion:

- View the border between Russia and Estonia to better understand the ethnic and linguistic connections between the two countries
- History of relationship between Russia and Estonia
- Management of the border during the War in Ukraine

1:00– 2:30 pm **WORKING LUNCH WITH LOCAL JOURNALISTS**

Address: "Valge Kõrvits," Lavretsovi 8, Narva
Phone: +372 5840 0666

Presenters: **Mihhail Komaško** (ERR Narva)
Aleksei Ivanov, Journalist

Topics of Discussion (1.5 hrs):

- Two journalists from the Russian-speaking part of Estonia will share their views on Russia, Russian disinformation campaigns, and identity as it relates to their treatment within Estonian society
- They will also explain the collapse of the Soviet Union and its impact on the Narva region, as well as how Russia views this Russian-speaking region

2:30– 4:00 pm **TOUR OF NARVA BORDER CROSSING**

Topics of Discussion:

- Tour of border crossing at Narva, where Estonians and Russians regularly cross to visit family.
- Opportunity to view border facilities at one of the most active open borders between Russia and Europe.

4:00– 6:30 pm **TRAVEL FROM NARVA TO DINNER**
Travel time: 2 hr 30 min

6:30- 8:30 pm **ARRIVE STENHUS RESTAURANT FOR DINNER**
Address: Pühavaimu 13-15, 10123 Tallinn, Estonia
Phone: +372 699 7780

Speakers were cancelled for this evening. There was no programming with dinner.

END OF PROGRAMMING

RON **PALACE HOTEL TALLINN**
Tallinn, Estonia

Tuesday, July 16, 2024
Tallinn, Estonia

Attire: Business Casual
Participants must bring their passports for this day.

7:00 am **BREAKFAST ON YOUR OWN AT THE HOTEL**
Breakfast included in the hotel reservation.

9:00 am **CHECKOUT AND DEPART HOTEL FOR INTERNATIONAL CENTRE FOR DEFENSE AND SECURITY (ICDS)**
Travel time: 15 min

9:00- 9:15 am **TRAVEL FROM HOTEL TO ICDS VIA BUS**

9:30 am **ARRIVE AT INTERNATIONAL CENTRE FOR DEFENCE AND SECURITY**
Address: Narva mnt 63/4 East Building, Tallinn 10120, Estonia
Phone: +372 717 6800

About: The International Centre for Defence and Security (ICDS) is the leading think-tank in Estonia specializing in foreign policy, security and defense issues. We aim to be the regional knowledge hub of first choice for the security and defense communities of Estonia, its allies and partners.

9:30- 11:30 am **ROUNDTABLE BRIEFING AT INTERNATIONAL CENTRE FOR DEFENCE AND SECURITY**

Presenters: **Mr. Tomas Jermalavicius,** Head of Studies/ Research Fellow

Indrek Kannik, Director
Tony Lawrence, Head of Defence Programme
Marek Kohv, Head of Security and Resilience Programme
Dr. Ivan U.K. Klyszcz, Research Fellow
Dr. Igor Gretskiy, Research Fellow
James Sherr OBE, Honorary Fellow

Topics of Discussion:
- Hear from think tank experts about Baltic views on security and defense following the Russian invasion of Ukraine
- Brief on views of NATO Summit and future scenarios related to the war in Ukraine

11:30- 12:00 pm **TRAVEL FROM ICDS TO RESTORAN SPOT VIA BUS**
Travel time: 10 min

12:00- 1:30 pm **LUNCH AT RESTORAN SPOT**
Address: Vene 4, 10123 Tallinn, Estonia
Phone: +3726410400

Presenters: **Dr. Katja Koort,** Lecturer, Tallinn University

Speakers unexpectedly were not able to make it. Dr. Katja Koort replaced the previous lunch speakers listed.

Topics of Discussion (1.5 hrs)
- Russia-China relations
- Chinese soft power
- Russian-speaking community of Estonia

1:30- 1:40 pm **TRAVEL FROM LUNCH TO MINISTRY OF DEFENSE**
Travel time: 10 mins

Passport required for entry.

1:40- 2:00 pm **ARRIVE MINISTRY OF DEFENSE FOR SECURITY CHECKPOINT**
Address: Sakala 1, 15094, Tallinn, Estonia
Phone: +372 717 0022

2:00- 3:30 pm **MINISTRY OF DEFENSE BRIEFING**

Presenter: **Mr. Kusti Salm**, Permanent Secretary, Ministry of Defense of Republic of Estonia

Topics of Discussion:
- Support for Ukraine, defense spending
- Role of NATO and US in Estonia's defense
- Reactions to the NATO Summit in Washington

3:30– 4:00 pm **TRAVEL FROM DEFENSE BRIEFING TO TALLINN FERRY**

TERMINAL
Travel Time: 30 min

4:30- 7:00 pm **ARRIVE TALLINN FERRY TERMINAL FOR TRANSFER TO HELSINKI**
Address: Tallinn Ferry Terminal, 10111 Tallinn, Estonia
Travel time: 2 hr 30 min

7:00- 7:30 pm **TRAVEL FROM HELSINKI HARBOR TO DINNER VIA BUS**
Travel time: 20 min

7:30- 9:00 pm **WORKING DINNER IN HELSINKI WITH US AMBASSADOR TO FINLAND**
Address: Café Engel, Aleksanterinkatu 26, 00170 Helsinki, Finland
Phone: +358 9 652776

Presenters: **Ambassador Douglas Hickey**, US Ambassador to Finland

Topics of Discussion (2 hrs):
- US-Finnish bilateral relations
- US policy towards Finland and the Nordic region

9:00 pm **CHECK-IN TO HILTON HELSINKI STRAND**
Address: John Stenbergin ranta 4
00530 Helsinki, Finland
Phone: +358 300 308488

END OF PROGRAMMING

RON **HILTON HELSINKI STRAND**
Helsinki, Finland

Wednesday, July 17, 2024
Helsinki, Finland

Attire: Business Causal
Participants must bring their passports for this day.

6:30 am **BREAKFAST ON YOUR OWN AT THE HOTEL**
Breakfast included in the hotel reservation.

9:30 am **DEPART HELSINKI STRAND FOR EUROPEAN CENTRE OF EXCELLENCE FOR COUNTERING HYBRID THREATS VIA WALKING**
Travel time: 20 min

10:00 am **ARRIVE EUROPEAN CENTRE OF EXCELLENCE FOR COUNTERING HYBRID THREATS (HYBRID CoE)**

Passport required for entry.

Address: Fabianinkatu 21, FIN-00130, Helsinki, Finland

About: Hybrid CoE is an international, autonomous network-based organization promoting a whole-of-government and whole-of-society approach to countering hybrid threats.

Participation in the Centre's activities is open to all EU and NATO countries, and the number of Participating States has grown to include 35 states today.

Hybrid CoE's mission is to strengthen its Participating States' and organizations' security by providing expertise and training for countering hybrid threats

10:00 – 11:30 am **BRIEFING ROUNDTABLE AT HYBRID CoE**

Presenter: **Anna-Maria Wiker,** Analyst, Research and Analysis
Sanni Parviainen, Coordinator, International Relations

Previous speaker listed was sick. His two colleagues joined and the conversation topics remained the same.

Topics of Discussion:

- Hybrid threats facing Finland and the Baltic Sea
- NATO's role in mitigating hybrid threats
- The EU's toolkit for countering hybrid operations

11:30- 11:40 am **TRAVEL FROM EUROPEAN CENTRE OF EXCELLENCE TO LUNCH AT KAPPELI RESTAURANT VIA WALKING**
Travel time: 5 min

11:40- 12:40 pm **LUNCH AT KAPPELI RESTUARANT**
Address: Kappeli Restaurant, Eteläesplanadi 1, 00130 Helsinki, Finland
Phone: +358107663880

12:40- 1:00 pm **TRAVEL FROM KAPPELI RESTAURANT TO CIVIL DEFENSE SHELTER VIA WALKING**
Travel time: 20 min

1:00 pm **ARRIVE FINNISH CIVIL DEFENSE SHELTER**
Address: Arena Center Hakaniemi, Miina Sillanpään katu 2, Helsinki

About: Tour of a Finnish civil defense shelter. The city of Helsinki has enough bomb shelters for the entire population of the city in case of an emergency.

1:00- 3:00pm **TOUR OF FINNISH CIVIL DEFENSE SHELTER**

Presenter: **Pasi Raatikainen**

Topics of Discussion:
- This tour will focus on Finnish resilience, as well as provide insight into Finnish views on security and deterrence.
- The speaker will also highlight his experience in Ukraine

3:00– 3:30 pm **TRAVEL FROM FINNISH CIVIL DEFENSE SHELTER TO MEETING POINT FOR WALKING TOUR**
Travel time: 15 min

3:30– 5:00 pm **WALKING TOUR AND HISTORICAL BRIEFING OF DOWNTOWN HELSINKI**
Walking Tour Locations: Senate Square, Helsinki Cathedral, Uspenski Cathedral, Market Square, Esplanade, Central Railway Station, Oodi (newly built library) and the Temppeliaukio Church

About: Walking tour with local guide to explain major historical sites, key government institutions, and centers of economic activity.

Topics of Discussion:
- History of the city of Helsinki
- Explanation of key government institutions
- Local centers of economic activity

5:00 pm **WALKING TOUR CONCLUDES**

5:00- 6:30 pm **NO PROGRAMMING**

6:30- 8:00 pm **WORKING DINNER AT RAVINTOLA NOKKA**
Address: Kanavaranta 7 F, 00160 Helsinki, Finland
Phone: +358 9 61285600

Presenter: **Ambassador Jouni Laaksonen,** Head, Task Force for The Finnish OSCE Chairpersonship

Topics of Discussion (1.5 hrs):
- Challenges facing the OSCE, with Russia as a member with veto power
- The role of the OSCE in Ukraine and its field missions
- The 50th anniversary of the Helsinki Final Act, to be celebrated in 2025

END OF PROGRAMMING

RON **HILTON HELSINKI STRAND**
Helsinki, Finland

Thursday, July 18, 2024
Helsinki, Finland

Attire: Business casual
Participants must bring their passports for this day.

6:30 am — **BREAKFAST ON YOUR OWN AT THE HOTEL**
Breakfast included in the hotel reservation.

9:15 am — **DEPART HILTON HELSINKI STRAND FOR MINISTRY OF FOREIGN AFFAIRS VIA BUS**
Travel time: 15 min

10:00 am — **ARRIVE MINISTRY OF FOREIGN AFFAIRS**

Passport required for entry.

Address: Merikasarminkatu 5f, 00160 Helsinki, Finland
Phone: +358 29 516001

Presenter: **Director General Marja Liivala**
Counsellor Leo Svahnbäck

10:00- 11:00 am — **MINISTRY OF FOREIGN AFFAIRS BRIEFING**

Briefing at the Ministry of Foreign Affairs was changed to just an hour.

Topics of Discussion:
- Requested briefings on Finland's views on Ukraine, Russia, and the United States
- Opportunity to hear from Finnish diplomats on bilateral relations in the neighborhood and challenges facing Finland in 2024

11:00 – 11:30 am — **VIEW OF ICEBREAKERS AND DISCUSSION**

Speakers: Jason Moyer, Associate, Global Europe Program

Topics of Discussion:
- New US-Canada-Finland ICE PACT
- Finland's leadership in icebreakers
- Partnership between Arctic nations

The ICE PACT between the US, Canada and Finland was announced two days before our departure, so we added in this discussion on the partnership while viewing Finland's fleet of icebreakers outside of the Ministry of Foreign Affairs.

11:30 am – 12:00 pm — **TRAVEL FROM MFA TO WORKING LUNCH**

12:00 pm — **WORKING LUNCH ON NUCLEAR WEAPONS & FINLAND'S NUCLEAR POLICY**

Address: Pohjoisesplanadi 15, 00170 Helsinki, Finland
Phone: +358 9 61285950

Presenter: **Tiina Raijas**, Ministerial Adviser, Ministry of Defence of Finland

Topics of Discussion (1.5 hrs):

- Finland's views on nuclear weapons, as well as the threat of Russia's nuclear stockpile
- How Finland's nuclear policy had to evolve and be redefined as part of its NATO membership

1:30 pm – 2:15 pm **WALK FROM LUNCH TO FERRY TO SUOMENLINNA, PASSING THROUGH THE OLD MARKET HALL**
Travel time: 22 min

2:15 pm **FERRY TO SUOMENLINNA FORTRESS**
Travel time: 25 min

2:45 – 4:15 pm **TOUR OF HISTORICAL SUOMENLINNA FORTRESS**
Address: Kauppatori - Suomenlinna, Helsinki, Finland

About: Suomenlinna is an 18th-century sea fortress and nature area with centuries-old artillery and defensive walls, spread across 6 linked islands. Due to its strategic geographical location, it sometimes used to be known as the Gibraltar of the North. Suomenlinna Fortress has a deep history beginning in the early 18th century – it was constructed as a base for Swedish archipelago fleet during the Russo-Swedish War, was later surrendered to the Russians, and then served as part of Peter the Great's Sea Fortress during the First World War. After Finland's independence following the Civil War of 1918, the fortress was used by troops from the Finnish Air Force anti-aircraft and artillery were stationed on the island, including the establishment of the Naval Academy.

5:00 pm **FERRY BACK TO HELSINKI**

5:30 pm **TRANSFER TO RESTAURANT VIA BUS**

6:30 – 8:30 pm **FAREWELL DINNER AND DEBRIEF AT ALEXANDERPLATS**
Address: Eteläesplanadi 22, 00130 Helsinki, Finland
Phone : +358 44 7239030

Presenters: **Robin Quinville**, Director, Global Europe Program
Jason Moyer, Associate, Global Europe Program

Topics of Discussion (2 hrs):

- Key takeaways from previous meetings
- Lessons learned
- US role in Baltic security and future engagement

END OF PROGRAMMING

RON **HILTON HELSINKI STRAND**
Helsinki, Finland

Friday, July 19, 2024
Helsinki Finland → Frankfurt, Germany

6:30 am	**BREAKFAST ON YOUR OWN AT THE HOTEL** Breakfast included in the hotel reservation.
9:20 am	**CHECK-OUT OF HILTON HELSINKI STRAND. DEPART HOTEL FOR AIRPORT VIA BUS** Travel time: 20 min
9:45 am	**ARRIVE HELSINKI INTERNATIONAL AIRPORT FOR SECURITY & CHECK-IN**
12:45 pm	**FLIGHT DEPARTS HELSINKI AIRPORT (HEL)** **LH2461** Flight time: 2 hr 35 min
2:20 pm	**FLIGHT ARRIVES MUNICH INTERNATIONAL AIRPORT (MUC)** Layover duration: 2 hr 5 min Time change from departure airport: - 1 hour
4:25 pm	**FLIGHT DEPARTS MUNICH INTERNATIONAL AIRPORT (MUC)** **LH 414** Flight time: 9 hr
7:25 pm	**FLIGHT ARRIVES DULLES INTERNATIONAL AIPORT (IAD)** Time change from departure airport: - 6 hours

Schedule for 2024 Congressional Staff Trip
Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program, Global Europe Program
July 13 – July 19, 2024

Time Zones:

Dulles, VA, USA	Eastern Daylight Time (GMT -4)
Tallinn, Estonia	Eastern European Standard Time (GMT +2)
Helsinki, Finland	Eastern European Standard Time (GMT+2)

Contacts:

Paige Rotunda	Project Director, FPFP	Cell: 771-210-0977
Melissa Viana	Program Assistant, Congressional Relations	Cell: 908-442-9977
Robin Quinville	Director, Global Europe Program	Cell: 703-589-0849
Jason Moyer	Associate, Global Europe Program	Cell: 240-405-5545
U.S. Embassy in Tallinn, Estonia		+372 668 8100
U.S. Embassy in Helsinki, Finland		+358 9 616250

**All times indicated are local time on the ground

Saturday, July 13, 2024
Dulles, VA → Frankfurt, Germany

Attire: Travel attire

3:20 pm **FLIGHT DEPARTS WASHINGTON DULLES INTERNATIONAL AIRPORT (IAD)**
LH417
Flight Time: 8 hr 5 min

RON **OVERNIGHT FLIGHT**

Sunday, July 14, 2024
Frankfurt, Germany → Tallinn, Estonia

Attire: Travel attire / Dinner: Business casual attire
Topics of Discussion: History of Estonia, US-Estonia relations

5:25 am **FLIGHT ARRIVES FRANKURT AIRPORT (FRA)**
Layover duration: 4 hr 15 min
Time change from departure airport: +6 hours

9:40 am **FLIGHT DEPARTS FRANKFURT AIRPORT (FRA)**
LH 880
Flight time: 2 hr 20 min

1:00 pm **FLIGHT ARRIVES TALLINN AIRPORT (TLL)**
Time change from departure airport: +1 hour

Group will convene at baggage claim on the far side of customs checkpoint and load charter bus for travel to hotel

1:30 pm **DEPART TALLINN AIRPORT (TLL) FOR PALACE TALLINN HOTEL VIA CHARTER BUS**
Hannes All Tours Charter Bus Company
Travel time: 15 min

1:30 – 1:45 pm **TRAVEL FROM TALLINN AIRPORT TO PALACE HOTEL**

1:45 pm **ARRIVE PALACE HOTEL TALLINN AND CHECK-IN**
Address: Vabaduse väljak 3
10141 Tallinn, Estonia
Phone: +372 680 6646

1:45– 2:15 pm **NO PROGRAMMING**

2:15 pm **DEPART PALACE HOTEL TALLINN FOR VABAMU MUSEUM OF OCCUPATIONS AND FREEDOM VIA WALKING**
Travel time: 7 min

2:15– 2:30 pm **TRAVEL FROM PALACE HOTEL TO VABAMU MUSEUM**

2:30 pm **ARRIVE VABAMU MUSEUM OF OCCUPATIONS AND FREEDOM**
Address: Toompea 8b
10130 Tallinn, Estonia
Phone: +372 668 0250

About: The Vabamu Museum of Occupations and Freedom is the largest active non-profit museum in Estonia. Museum exhibits detail the German & Soviet occupations from 1939 to 1991.

2:30– 3:30 pm **TOUR AND DISCUSSION AT VABAMU MUSEUM**

Tour guide: **Liina Koitla, Vabamu**

Topics of Discussion (1 hour):
- Estonia's history of occupation and independence
- Estonia's relationship with the Soviet Union

3:30 pm **DEPART VABAMU MUSEUM OF OCCUPATIONS AND FREEDOM FOR PALACE HOTEL TALLINN VIA WALKING**
Travel time: 7 min walk

3:30- 5:45 pm **NO PROGRAMMING**

5:45 pm **DEPART PALACE HOTEL TALLINN FOR RADO RESTAURANT VIA WALKING**
Travel time: 10 min walk

6:00 pm **WELCOME DINNER & ORIENTATION BRIEFING**
Address: Rado Restaurant, Vene 7, 10123 Tallinn, Estonia
Phone: +372 5858 8995

Presenters: **Ambassador George P. Kent,** US Ambassador to Estonia
DCM, US Embassy Tallinn
Political Officers, US Embassy Tallinn

Topics of Discussion (2 hours):
- US-Estonia bilateral relations
- US-Russia Relations and related policies from a US Embassy Estonia perspective
- Impact from the Ukraine War on Baltic countries

8:00 pm **DINNER CONCLUDES AND TRANSFER TO PALACE HOTEL TALLINN VIA WALKING**

END OF PROGRAMMING

RON **PALACE HOTEL TALLINN**
Tallinn, Estonia

Monday, July 15, 2024
Tallinn, Estonia

Attire: Business Casual

6:30 am **BREAKFAST ON YOUR OWN AT THE HOTEL**
Breakfast included in the hotel reservation.

8:00 am **DEPART PALACE HOTEL TALLINN FOR NARVA VIA BUS**
Travel time: 2 hr 30 min

8:00– 10:30 am **TRAVEL FROM HOTEL TO NARVA MUSEUM AND CATLE**

BUS BRIEFING (1.5 hours)

Presenters: **Robin Quinville**, Director, Global Europe Program
Jason Moyer, Associate, Global Europe Program

Topics of Discussion (1.5 hours)
- Contemporary Estonian politics and demographics
- Baltic Sea security and Russian hybrid threats

10:30 am **ARRIVE AT NARVA MUSEUM AND CASTLE**
Address: Peetri plats 7
20308 Narva, Estonia

About: More than 700 years old, Hermann Castle in Narva has been ruled over by Danes, Germans, Swedes and Russians through the centuries, but now finally belongs to Estonians. It obtained its current appearance during the time of the Livonian Order from the 14th-16th centuries. Badly damaged in the Second World War, the castle was significantly restored in the 1970 and 1980s before opening as a museum, which simultaneously offered a permanent exhibition showcasing the history of Narva as well as almost a dozen temporary exhibitions.

10:30– 12:30pm **TOUR AND DISCUSSION AT NARVA MUSEUM**

Topics of Discussion:

- History of the Narva region
- Origins of the border, post-World War II administrative boundary and current state of the international border

12:30 pm **TOUR OF NARVA MUSEUM AND CASTLE CONCLUDES. DEPART MUSEUM FOR VIEW OF BORDER VIA WALKING**

12:30- 1:00 pm **VIEW OF ESTONIA-RUSSIA BORDER & DISCUSSION**

Topics of Discussion:

- View the border between Russia and Estonia to better understand the ethnic and linguistic connections between the two countries
- History of relationship between Russia and Estonia
- Management of the border during the War in Ukraine

1:00 pm **WORKING LUNCH WITH LOCAL JOURNALISTS**

Address: "Valge Kõrvits", Lavretsovi 8, Narva
Phone: +372 5840 0666

Presenters: **Mihhail Komaško** (ERR Narva)
Aleksei Ivanov, Journalist

Topics of Discussion (1.5 hrs)

- Two journalists from the Russian-speaking part of Estonia will share their views on Russia, Russian disinformation campaigns, and identity as it relates to their treatment within Estonian society
- They will also explain the collapse of the Soviet Union and its impact on the Narva region, as well as how Russia views this Russian-speaking region

2:30 pm **WORKING LUNCH CONCLUDES. DEPART FOR FULL TOUR OF BORDER CROSSING VIA WALKING**

2:30– 4:30 pm **TOUR OF NARVA BORDER CROSSING**

Topics of Discussion

- Tour of border crossing at Narva, where Estonians and Russians regularly cross to visit family.
- Opportunity to view border facilities at one of the most active open borders between Russia and Europe.

4:30 pm	**DEPART NARVA FOR WORKING DINNER** Travel time: 2 hr 30 min
4:30– 7:00 pm	**TRAVEL FROM NARVA TO WORKING DINNER**
7:00 pm	**ARRIVE STENHUS RESTAURANT FOR DINNER BRIEFING** Address: Pühavaimu 13-15, 10123 Tallinn, Estonia Phone: +372 699 7780 Presenters: **Tanel Sepp**, Ambassador-at-Large for Cyber Diplomacy, **Dr. Martin Roger**, Director General for NATO and Transatlantic Relations, Ministry of Foreign Affairs

Topics of Discussion (1.5 hrs):

- Discuss Estonia's views on NATO membership and takeaways from the NATO Summit
- Explore Estonia's views on the United States and how the Baltic region remains some of the strongest supporters for the US

8:30 pm	**DINNER CONCLUDES. DEPART BY BUS TO PALACE HOTEL TALLINN**
	END OF PROGRAMMING
RON	**PALACE HOTEL TALLINN** Tallinn, Estonia

Tuesday, July 16, 2024
Tallinn, Estonia

Attire: Business

6:30 am	**BREAKFAST ON YOUR OWN AT THE HOTEL** Breakfast included in the hotel reservation.
9:00 am	**CHECKOUT AND DEPART HOTEL FOR INTERNATIONAL CENTRE FOR DEFENSE AND SECURITY (ICDS)** Travel time: 15 min
9:00- 9:15 am	**TRAVEL FROM HOTEL TO ICDS VIA BUS**
9:15 am	**ARRIVE AT INTERNATIONAL CENTRE FOR DEFENCE AND SECURITY** Address: Narva mnt 63/4 East Building, Tallinn 10120, Estonia Phone: +372 717 6800

About: The International Centre for Defence and Security (ICDS) is the leading think-tank in Estonia specializing in foreign policy, security and defense issues. We aim to be the regional knowledge hub of first choice for the security and defense communities of Estonia, its allies and partners.

9:15-11:30 am **ROUNDTABLE BRIEFING AT INTERNATIONAL CENTRE FOR DEFENCE AND SECURITY**

Presenters: **Mr. Tomas Jermalavicius,** Head of Studies/ Research Fellow
Indrek Kannik, Director
Tony Lawrence, Head of Defence Programme
Marek Kohv, Head of Security and Resilience Programme
Dr. Ivan U.K. Klyszcz, Research Fellow
Dr. Igor Gretskiy, Research Fellow
James Sherr OBE, Honorary Fellow

Topics of Discussion:

- Hear from think tank experts about Baltic views on security and defense following the Russian invasion of Ukraine
- Brief on views of NATO Summit and future scenarios related to the war in Ukraine

11:30 am **ROUNDTABLE CONCLUDES. DEPART FOR LUNCH**
Travel time: 10 min

11:30- 12:00pm **TRAVEL FROM ICDS TO RESTAURANT DOMINIC VIA BUS**

12:00 pm **LUNCH AT RESTAURANT DOMINIC**
Address: Veinirestoran Dominic, Vene 10, 10123 Tallinn, Estonia
Phone: +3726410400

Presenters: **Ms. Vivian Loonela**, Head of the Representation of the European Commission in Estonia
Ms. Kadri Lepp, Director General for Connectivity and Climate Diplomacy, Ministry of Foreign Affairs

Topics of Discussion (1.5 hrs)

- Discuss the role of the EU in Estonia and the Baltics
- Evaluate the impact of EU membership on the region, from economic and demographic shifts
- Assess EU enlargement and Ukraine's path into the EU

1:30 pm **LUNCH CONCLUDES. DEPART FOR MINISTRY OF DEFENSE**
Travel time: 10 min

1:30- 1:40 pm **TRAVEL FROM LUNCH TO MINISTRY OF DEFENSE**

1:40 pm **ARRIVE MINISTRY OF DEFENSE FOR BRIEFING**

Address: Sakala 1, 15094, Tallinn, Estonia
Phone: +372 717 0022

2:00- 3:00 pm **MINISTRY OF DEFENSE BRIEFING**

Presenter: **Mr. Kusti Salm**, Permanent Secretary, Ministry of Defense of Republic of Estonia

Topics of Discussion:
- Support for Ukraine, defense spending
- Role of NATO and US in Estonia's defense
- Reactions to the NATO Summit in Washington

3:00 pm **MINISTRY OF DEFENSE BRIEFING CONCLUDES. DEPART FOR TALLINN FERRY TERMINAL**
Travel Time: 30 min

3:00– 3:30pm **TRAVEL FROM DEFENSE BRIEFING TO TALLINN FERRY TERMINAL**

3:30 pm **ARRIVE TALLINN FERRY TERMINAL FOR TRANSFER TO HELSINKI**
Address: Tallinn Ferry Terminal, 10111 Tallinn, Estonia
Travel time: 2 hrs 30 min

6:30 pm **TRAVEL FROM HELSINKI HARBOR TO DINNER VIA BUS**
Travel time: 20 min

7:00 pm **WORKING DINNER IN HELSINKI WITH US AMBASSADOR TO FINLAND**
Address: Café Engel, Aleksanterinkatu 26, 00170 Helsinki, Finland
Phone: +358 9 652776

Presenters: **Ambassador Douglas Hickey**, US Ambassador to Finland

Topics of Discussion (2 hrs):
- US-Finnish bilateral relations
- US policy towards Finland and the Nordic region

9:00 pm **DEPART DINNER FOR HILTON HELSINKI STRAND AND CHECK-IN**
Address: John Stenbergin ranta 4
00530 Helsinki, Finland
Phone: +358 300 308488

END OF PROGRAMMING

RON **HILTON HELSINKI STRAND**
Helsinki, Finland

Wednesday, July 17, 2024
Helsinki, Finland

Attire: Business Causal

6:30 am	**BREAKFAST ON YOUR OWN AT THE HOTEL** Breakfast included in the hotel reservation.
9:30 am	**DEPART HELISNKI TRAND FOR EUROPEAN CENTRE OF EXCELLENT FOR COUNTERING HYBRID THREATS VIA WALKING** Travel time: 20 min
10:20 am	**ARRIVE EUROPEAN CENTRE OF EXCELLENCE FOR COUNTERING HYBRID THREATS (HYBRID CoE)** Address: Fabianinkatu 21, FIN-00130, Helsinki, Finland About: Hybrid CoE is an international, autonomous network-based organization promoting a whole-of-government and whole-of-society approach to countering hybrid threats. Participation in the Centre's activities is open to all EU and NATO countries, and the number of Participating States has grown to include 35 states today. Hybrid CoE's mission is to strengthen its Participating States' and organizations' security by providing expertise and training for countering hybrid threats
10:20 – 11:30 am	**BRIEFING ROUNDTABLE AT HYBRID CoE** Presenter: **Tappio Pyysalo,** Head of International Relations

Topics of Discussion:

- Hybrid threats facing Finland and the Baltic Sea
- NATO's role in mitigating hybrid threats
- The EU's toolkit for countering hybrid operations

11:30 am	**BRIEFING AT HTBRID CoE CONCLUDES. DEPART FOR LUNCH.**
11:35- 11:40 am	**TRAVEL FROM EUROPEAN CENTRE OF EXCELLENCE TO LUNCH AT KAPELI RESTAURANT VIA WALKING** Travel time: 5 min
11:40 am	**LUNCH AT KAPPELI RESTUARANT** Address: Kappeli Restaurant, Eteläesplanadi 1, 00130 Helsinki, Finland Phone: +358107663880

12:40 pm	**LUNCH CONCLUDES. DEPART KAPELLI RESTAURANT FOR CIVIL DEFENSE SHELTER VIA WALKING** Travel time: 20 min
12:40- 1:00 pm	**TRAVEL FROM KAPELLI RESTAURANT TO CIVIL DEFENSE SHELTER**
1:00 pm	**ARRIVE FINISH CIVIL DEFENSE SHELTER** Address: Arena Center Hakaniemi, Miina Sillanpään katu 2, Helsinki About: Tour of a Finnish civil defense shelter. The city of Helsinki has enough bomb shelters for the entire population of the city in case of an emergency.
1:00- 3:00pm	**TOUR OF FINNISH CIVIL DEFENSE SHELTER** Presenter: **Pasi Raatikainen**

Topics of Discussion:

- This tour will focus on Finnish resilience, as well as provide insight into Finnish views on security and deterrence.
- The speaker will also highlight his experience in Ukraine

3:00– 3:30 pm	**TRAVEL FROM FINNISH CIVIL DEFENSE SHELTER TO MEETING POINT FOR WALKING TOUR** Travel time: 15 min
3:30– 5:00 pm	**WALKING TOUR AND HISTORICAL BRIEFING OF DOWNTOWN HELSINKI** *Walking Tour Locations: Senate Square, Helsinki Cathedral, Uspenski Cathedral, Market Square, Esplanade, Central Railway Station, Oodi (newly built library) and the Temppeliaukio Church* About: Walking tour with local guide to explain major historical sites, key government institutions, and centers of economic activity.

Topics of Discussion:

- History of the city of Helsinki
- Explanation of key government institutions
- Local centers of economic activity

5:00 pm	**WALKING TOUR CONCLUDES**
5:00- 6:30 pm	**NO PROGRAMMING**
6:30 pm	**WORKING DINNER AT RAVINTOLA STRINDBERG** Address: Ravintola Strindberg, Pohjoisesplanadi 33, 00100 Helsinki, Finland Phone: +358 9 61286900

Presenter: **Ambassador Jouni Laaksonen,** Head, Task Force for The Finnish OSCE Chairpersonship

Topics of Discussion (1.5 hrs)

- Challenges facing the OSCE, with Russia as a member with veto power
- The role of the OSCE in Ukraine and its field missions
- The 50th anniversary of the Helsinki Final Act, to be celebrated in 2025

8:00 pm **WORKING DINNER CONCLUDES. DEPART FOR HILTON HELSINKI STRAND VIA WALKING**
Travel time: 15 min

END OF PROGRAMMING

RON **HILTON HELSINKI STRAND**
Helsinki, Finland

Thursday, July 18, 2024
Helsinki, Finland

6:30 am **BREAKFAST ON YOUR OWN AT THE HOTEL**
Breakfast included in the hotel reservation.

8:30 am **DEPART HILTON HELSINKI STRAND FOR MINISTRY OF FOREIGN AFFAIRS VIA BUS**
Travel time: 15 min

8:45- 9:00 am **TRAVEL FROM HOTEL TO MINISTRY OF FOREIGN AFFAIRS**

9:00 am **ARRIVE MINISTRY OF FOREIGN AFFAIRS**
Address: Merikasarminkatu 5f, 00160 Helsinki, Finland
Phone: +358 29 516001

9:00 – 11:30 am **MINISTRY OF FOREIGN AFFAIRS BRIEFING**

Topics of Discussion:

- Requested briefings on Finland's views on Ukraine, Russia, and the United States
- Opportunity to hear from Finnish diplomats on bilateral relations in the neighborhood and challenges facing Finland in 2024

11:30 am **DEPART MFA FOR WORKING LUNCH VIA BUS**
Travel time: 10 min

11:30 – 12:00 pm **TRAVEL FROM MFA FOR SEA HORSE RESTAURANT**

12:00 pm **WORKING LUNCH ON NUCLEAR WEAPONS & FINLAND'S NUCLEAR POLICY**

Address: Sea Horse Restaurant, Kapteeninkatu 11, 00140 Helsinki, Finland
Phone: +3589628169

Presenter: **Tiina Raijas**, Ministerial Adviser, Ministry of Defence of Finland

Topics of Discussion (1.5 hrs)

- Finland's views on nuclear weapons, as well as the threat of Russia's nuclear stockpile
- How Finland's nuclear policy had to evolve and be redefined as part of its NATO membership

1:30 pm **LUNCH CONCLUIDES. DEPART SEA HORSE RESTAURANT FOR FERRY**

1:30 pm – 2:30 pm **WALK FROM LUNCH TO FERRY TO SUOMENLINNA, PASSING THROUGH THE OLD MARKET HALL**
Travel time: 22 min

2:30 pm **FERRY TO SUOMENLINNA FORTRESS**
Travel time: 25 min

3:00 – 5:30 pm **TOUR SUOMENLINNA FORTRESS**
Address: Kauppatori - Suomenlinna, Helsinki, Finland

About: Suomenlinna is an 18th-century sea fortress and nature area with centuries-old artillery and defensive walls, spread across 6 linked islands. Due to its strategic geographical location, it sometimes used to be known as the Gibraltar of the North.

5:30 pm **FERRY BACK TO HELSINKI, TRANSFER TO RESTAURANT VIA BUS**

6:00 pm **FAREWELL DINNER AND DEBRIEF AT RAVINTOLA SASLIK**
Address: Ravintola Saslik, Neitsytpolku 12, 00140 Helsinki, Finland
Phone : +358974255500

Presenters: **Robin Quinville**, Director, Global Europe Program
Jason Moyer, Associate, Global Europe Program

Topics of Discussion (1.5 hrs):

- Key takeaways from previous meetings
- Lessons learned
- US role in Baltic security and future engagement

7:30 pm **FAREWELL DINNER CONCLUDES. DEPART TO HILTON HELSINKI STRAND**

END OF PROGRAMMING

RON	**HILTON HELSINKI STRAND** Helsinki, Finland

Friday, July 19, 2024
Helsinki Finland → Frankfurt, Germany

6:30 am	**BREAKFAST ON YOUR OWN AT THE HOTEL** Breakfast included in the hotel reservation.
9:20 am	**CHECK-OUT OF HILTON HELSINKI STRAND. DEPART HOTEL FOR AIRPORT VIA BUS** Travel time: 20 min
9:45 am	**ARRIVE HELSINKI INTERNATIONAL AIRPORT FOR SECURITY & CHECK-IN**
12:45 pm	**FLIGHT DEPARTS HELSINKI AIRPORT (HEL)** **LH2461** Flight time: 2 hr 35 min
2:20 pm	**FLIGHT ARRIVES MUNICH INTERNATIONAL AIRPORT (MUC)** Layover duration: 2 hr 5 min Time change from departure airport: - 1 hour
4:25 pm	**FLIGHT DEPARTS MUNICH INTERNATIONAL AIRPORT (MUC)** **LH 414** Flight time: 9 hr
7:25 pm	**FLIGHT ARRIVES DULLES INTERNATIONAL AIPORT (IAD)** Time change from departure airport: - 6 hours