

# 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: Samuel Shepherd
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): N/A
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:  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: Congressman Rick Allen Date: 7.30.2024

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: 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:  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.**

#### **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***

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Samuel "Cam" Shepherd
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.**

As senior policy advisor for Congressman Allen, I advise him on all legislative bills including those providing supplemental funding for the Ukraine/Russia conflict. The itinerary includes cybersecurity discussions with NATO staff, which is relevant to our district since it hosts the Army Cyber Command Center.

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: \_\_\_\_\_

Reed W Allen

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

6/7/24

# 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](http://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:**

<input type="checkbox"/> Actual Amounts <input checked="" 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	\$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


	<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	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.

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

Mr. Samuel "Cam" Shepherd  
Office of the Honorable Rick Allen  
462 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Shepherd:

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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<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: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**

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**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 FRANKFURT 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 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.

9:30 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 50<sup>th</sup> 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 18<sup>th</sup> 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 AIRPORT (IAD)**  
Time change from departure airport: - 6 hours