

# 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.**

- Name of Traveler: James Robertson
- a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: 9/28/2024 Return: 10/05/2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
- Departure City: Washington D.C. Destination: Krakow, Poland Return City: Washington D.C.
- Sponsor(s), Who Paid for the Trip: Center for Strategic & International Studies and The Howard G. Buffett Foundation
- Describe Meetings and Events Attended: \_\_\_\_\_
- Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a completed *Sponsor Post-Travel Disclosure Form*;
  - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - the letter from the Committee on Ethics approving my participation on this trip.
- a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*  
b. If not, explain: \_\_\_\_\_

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

Signature of Traveler:  Date: 10 OCT 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: ELISE M. STEFANIK Date: 10 OCT 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: \_\_\_\_\_

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

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

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

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler				
Accompanying Family Member				

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

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

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

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

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

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

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

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

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

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

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):

- Jim Robertson is the Deputy Chief of Staff for Rep. Elise Stefanik (R-NY), Chair of the House Republican Conference and a senior member of the House Armed Services Committee and the House Permanent Select Committee on Intelligence.
- Jared Powell is the Chief of Staff for Rep. Laurel Lee (R-FL), a member of the House Homeland Security Committee.
- Nick Hawatmeh is the Chief of Staff for Rep. Lisa McClain (R-MI), a member of the House Armed Services Committee.
- Kevin Fox is the Deputy Chief of Staff and Legislative Director for Ro Khanna (D-CA), a senior member of the House Armed Services Committee.
- Todd Whiteman is the Chief of Staff for Rep. Bill Huizenga (R-MI), a senior member of the House Financial Services Committee
- Bradley Solyan is the Chief of Staff for Rep. Lois Frankel (D-FL), a senior member of the House Appropriations Subcommittee on State, Foreign Operations, and Related Programs, and the Co-Chair of the Women, Peace, and Security Caucus.
- Josh Bradley is the Chief of Staff for Rep. Nathaniel Moran (R-TX), a member of the House Foreign Affairs Committee, including the Subcommittee on Europe.
- Kevin Diamond is the Deputy Chief of Staff for Rep. Lisa Blunt Rochester (D-DE), a senior member of the House Energy & Commerce Committee
- Lindsay Ryan is the Chief of Staff for Rep. John Moolenaar (R-MI), the Chairman of the House Select Committee on the Strategic Competition Between the United States and the Chinese Communist Party, and a senior member of the House Appropriations Committee.
- Ted Verrill is the Chief of Staff for Rep. Julia Letlow (R-LA), a senior member of the House Appropriations Committee.
- Bronwyn Lance is the Chief of Staff for Rep. Chuck Edwards (R-NC), a freshman member on the House Appropriations Subcommittee for State, Foreign Operations, and Related Programs.
- Victoria Rivas is the Policy Director for Rep. Pete Aguilar (D-CA), the Chair of the House Democratic Caucus and a senior member on the House Appropriations Subcommittee on Defense.
- Semaj Martin-Redd is a foreign affairs and homeland security Legislative Assistant for Rep. Trent Kelly (R-MS), who is a subcommittee chairman on the House Armed Services and Intelligence Committees.

- Mark Ratner is the Chief of Staff for Rep. Bryan Steil (R-WI) who is a member of the House Financial Services Committee.

**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:

CSIS has been producing research, as well as hosting public and private events for members both prior to and after Russia's invasion of Ukraine in February 2022. This trip will educate Members of Congress on how U.S. military, economic, humanitarian assistance to Ukraine is being utilized. The trip is being organized and planned entirely by CSIS.

The Howard G. Buffet Foundation focuses on conflict mitigation and food security, issues that converge in Ukraine. By the end of 2024, the foundation will give Ukraine at least \$800 million in humanitarian aid to help revitalize agricultural infrastructure, aid civilian areas affected by conflict, facilitate mine clearance efforts, and provide vital equipment for security officials and healthcare facilities. The Howard G. Buffet Foundation plays no role in selecting the trip participants or meetings.

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

This trip will educate Members on how U.S. military and economic assistance to Ukraine is being utilized, the contributions of partner countries like Poland, and the scope and scale of reconstruction needs for the region.

# 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](mailto:travel.requests@mail.house.gov).

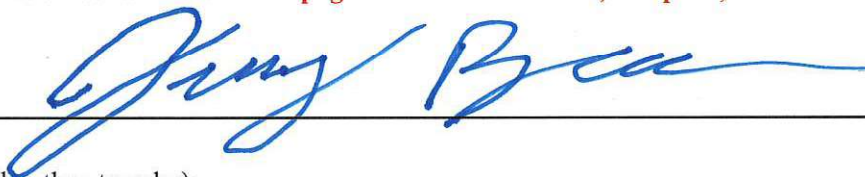
**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Jim Robertson

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

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

Signature: \_\_\_\_\_



Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Elise Stefanik (NY-21)

Office Address: 2211 RHOB

Telephone Number: 202-225-4611

Email Address of Contact Person: jim.robertson@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](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

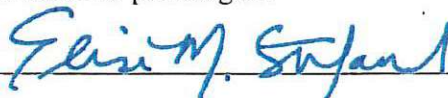
## TRAVELER FORM

1. Name of Traveler: Jim Robertson
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Center for Strategic & International Studies; The Howard G. Buffett Foundation
3. City and State **OR** Foreign Country of Travel: Poland (Krakow and Rzeszow) and Ukraine (Lviv, Kyiv, and Kharkiv)
4. a. Date of Departure: September 28 Date of Return: October 5  
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.**  
To learn about national security implications of current operations in Europe as a deputy chief of staff and national security policy staffer.  
\_\_\_\_\_
9. **Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: \_\_\_\_\_



Date: 8/28/24

# 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) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip: \_\_\_\_\_

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. **Check only one.** I represent that:

a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**

b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**

c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

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

5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

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

7. a. City of departure: \_\_\_\_\_

b. Destination(s): \_\_\_\_\_

c. City of return: \_\_\_\_\_

8. **Check only one.** I represent that

a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**

b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**

c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
- a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. \_\_\_\_\_
- 

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**

- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
  - b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

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13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

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14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. **Check only one.** I represent that either:

- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided): \_\_\_\_\_

2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

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

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


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

19. **Check only one:**

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

20. **I certify by my signature that**

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

Signature:  Date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

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


# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Name of Primary Trip Sponsor for this trip: Center for Strategic and International Studies
2. Name of your organization: The Howard G. Buffett Foundation
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:  Date: 08/28/2024

Name: Charlotte Ryan Title: VP Administration

Organization: The Howard G. Buffett Foundation

Address: 1053 W Rotary Way, Suite A Decatur, IL 62521

Telephone: 217-362-8604 Email: cbr@hgbfoundation.org

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

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

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

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



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

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

September 13, 2024

Mr. James Robertson  
Office of the Honorable Elise Stefanik  
2211 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Robertson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine,<sup>1</sup> scheduled for September 28 to October 5, 2024, sponsored by Center for Strategic and International Studies and the Howard G. Buffett Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

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

Sincerely,

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

Michael Guest  
Chairman

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

Susan Wild  
Ranking Member

MG/SW:eme

**CSIS Delegation Trip to Poland and Ukraine  
Itinerary**

**September 28 – October 5, 2024**

Cities Include:

- Krakow, Poland
- Rzeszow, Poland
- Kyiv, Ukraine
- Kharkiv, Ukraine
- Lviv, Ukraine

**Saturday, September 28**

*Location: Washington D.C.*

5:25PM                      Participants depart from Washington Dulles International Airport

**Sunday, September 29**

*Location: Krakow and Rzeszow, Poland*

10:30-11:30AM            Arrival and Customs in Krakow, Poland

11:30-12:30PM            Transit to Lunch

12:30-3:00PM             Lunch at Kluska na Placu

3:00-5:00PM              Travel to Rzeszow, Poland

5:00-6:00PM              Briefing at the Forward Operating Base  
Participants: Colonel Nicholas Dvonch; CW2 Matthew Woltering  
Description: To tour the 1<sup>st</sup> Cavalry Division's operating base and briefing  
on U.S. military aid and support.

6:00-6:15PM                Transit to Dinner

6:15-7:15PM                Dinner

7:15-7:30PM                Transit to Przemysl Train Station

8:28PM                      Depart on overnight train to Kyiv, Ukraine

**Monday, September 30**

*Location: Kyiv, Ukraine*

7:35-10:30AM             Arrive in Kyiv and transit to hotel

- 10:30-11:00AM Transit to Prosecutor General meeting
- 11:00AM-12:15PM Lunch with the Office of the Prosecutor General  
 Participants: Yuriy Belousov, Head of the War Crimes Department.  
 Description: Lunch discussion with the Ukrainian Prosecutor General's Office about Russian war crimes and efforts to pursue justice for victims.
- 12:15-1:00PM Transit to Victims Hub
- 1:00-2:15PM Meeting at Victims Hub  
 Participants: Yuriy Belousov, Head of the War Crimes Department; Veronika Plotnikova, Head of the Victims and Witnesses of War Crimes Coordination Centre; and victims of the war.  
 Description: Visit to the Victim and Witness Coordination Center established by the Ukrainian government to conduct interviews and provide comprehensive assistance to survivors.
- 2:15-2:30PM Transit to Church
- 2:30-3:00PM Church of St. Andrew and Pyervozvannoho All Saints  
 Participants: Father Andriy Halavin; Yuriy Belousov, Head of the War Crimes Department; Veronika Plotnikova, Head of the Victims and Witnesses of War Crimes Coordination Centre  
 Description: Briefing on the atrocities following the start of the war.
- 3:00-3:15PM Transit to SAVE Ukraine
- 3:15-4:45PM SAVE Ukraine  
 Participants: Oleksii Fedchenko, Co-founder; Anastasiia Kudasheva, Chief Operational Officer; Viktoria Hudova, Chief Development Officer; Anastasiia Polishchuk, Program Manager; Anastasiia Dovbnia, Donor Relations Manager; Nataliia Kravchenko, Director of the Community Centre for Children with Disabilities  
 Description: Briefing on how the organization is working to rescue and restore children and families affected by war.
- 4:45-5:50PM Transit
- 5:50-6:55PM Meeting with Ministry of Defense Officials  
 Participants: Director of the International Defense Cooperation Department Colonel Hennadiy Kovalenko; Chief of Regional Cooperation Branch Colonel Semen Konoriev; Colonel Oleksandr Didenko; Major Illia Vinaev.  
 Description: The meeting will include a briefing on the security situation and a discussion on current developments.

6:55-8:30PM Working Dinner  
Participants: Elizabeth Hoffman, Director of Congressional and Government Affairs and Fellow, CSIS  
Description: Discussion on Russia's human rights violations and the ways in which the U.S. Government is supporting organizations working on documentation.

8:30PM Transit to Hotel

## **Tuesday, October 1**

*Location: Kyiv, Ukraine*

8:00-9:30AM Breakfast with American Chamber of Commerce  
Participants: Vadim Miroshnichenko, Cargill, Head of Trade Department; Mykola Khomenko, Cargill, Finance Lead; Artem Gerganov, Citibank, Deputy CEO; Mykhailo Poliakov, Philip Morris Ukraine, Deputy General Director; Olga Shvydko, Visa Ukraine, Senior Government Relations Manager; Nataliya Chernova, American Chamber of Commerce Business Development Director.  
Description: Discussion on private investment and reconstruction projects in Ukraine.

9:30-10:00AM Transit to Meeting

10:00-11:30AM National Anti-Corruption Bureau of Ukraine (NABU)/Specialized Anti-Corruption Prosecutor's Office (SAPO)  
Participants: Polina Lysenko, Deputy Director of NABU; Andrii Suniuk, Deputy Head of SAPO; Oleksandr Melnychenko, Head of International Cooperation  
Description: Discussion of government efforts to limit corruption.

11:30-12:00PM Transit to Working lunch

12:00-1:45PM Lunch meeting at Radio Free Europe/Radio Liberty (RFE/RL)  
Participants: Natalie Sedletska (RFE/RL, Kyiv Bureau Chief); Tetiana Iakubovych, Senior Radio Producer and Journalist; Valeriya Yegoshyna, Investigative Journalist  
Description: RFE/RL has offered extensive coverage of Ukraine prior to and during the current conflict, including political, social, and economic developments. Briefing will share their reporting on war crimes and foreign assistance oversight.

1:45-2:00PM Transit to Kyiv Scientific Research Institute of Forensic Expertise

2:00-3:45PM Meeting with Kyiv Scientific Research Institute of Forensic Expertise of the Ministry of Justice (KSRIF)

Participants: Andriy Kulchytskyi, Head of the Military Research Laboratory of KSRIF  
Description: To learn how KSRIF engages in forensic examinations of Russian defense articles.

3:45-7:30PM Drive to Poltava

7:30-9:00PM Dinner

9:00-9:30PM Transit to Hotel

### **Wednesday, October 2**

*Location: Poltava and Kharkiv, Ukraine*

7:00-9:00AM Drive to Kharkiv

9:00-10:00AM Visit to Saltivka District  
Participants: Ivan Dudka, Head of Department of Economic and International Affairs  
Description: Briefing with government official on recent missile strike in Saltivka.

10:00-10:15AM Transit to Governor's Office

10:15-11:30AM Meeting with Governor of Kharkiv  
Participants: Governor Oleh Syniehubov, Head of Kharkiv Regional Military Administration; Yevhen Ivanov, Deputy Head of the Kharkiv Regional Military Administration; Vitalii Rusanov, Advisor to the Chief of the Kharkiv Regional Military Administration  
Description: To discuss Kharkiv greatest needs and challenges since the start of the war.

11:30AM-12:00PM Transit to Underground School

12:00-1:00PM Tour of Underground School with Mayor  
Participants: Mayor Ihor Terekhov  
Description: To discuss Kharkiv's new construction since the city's liberation from Russian occupation.

1:00-1:30PM Transit to working lunch

1:30-2:45PM Lunch meeting with Kharkiv Anticorruption Center  
Participants: Dmytro Bulakh, Chairman of the Board; Yevhen Lisyshkin, Board Member and Economist; Volodymyr Rysenko, lawyer; Helen Hetmanenko, Communications Manager; Yulia Ageeva, Editor  
Description: To hear about the city's anti-corruption efforts.

- 2:45-3:00PM Transit to journalists
- 3:00-4:30PM Meeting with Nakypilo Radio & Gwara Media  
 Participants: Yevhen Streltsov, Director, Nakypilo Radio; Yana Sliemzina, international editor, Gwara Media; Olexander Manchenko, text editor, Gwara Media; Yaroslav Ustich, CEO, Gwara Media  
 Description: To hear how organizations are reporting on the war and countering Russian disinformation.
- 4:30-5:00PM Transit to meeting with UNHCR
- 5:00-6:30PM Meeting and site visit with United Nations High Commissioner on Refugees (UNHCR)  
 Participants: Teddy Leposky, Head of Office in Kharkiv; local families  
 Description: To learn how UNHCR is working and resettling internally displaced Ukrainians.
- 6:30-8:30PM Drive to Poltava
- 8:30-9:30PM Dinner in Poltava  
 Location: Verholy Hotel
- 9:30-9:45PM Transit to Hotel

**Thursday, October 3**

*Location: Poltava & Kyiv, Ukraine*

- 7:00-11:30AM Drive to HALO Minefield Site Visit (outside Kyiv)
- 11:30AM-1:45PM HALO Trust Briefing with Lunch and Detonation Demo  
 Participants: Eifion Foster (Unit Commander, Central); Rachael Rosenberg (Deputy Head of Partnerships and Donor Management); and Ivan Yermilov (Visits Coordinator); Serhii Posholok (Drone Pilot); Liudmyla Volkova (Program Officer); Oleksii Kravchenko (Task Group Commander); Nina Taturieva (Interpreter)  
 Description: To hear and see how HALO is de-mining in newly-liberated areas.
- 1:45-2:20PM Transit to Ministry of Energy
- 2:20-3:20PM Meeting with the Ministry of Energy  
 Participants: Deputy Minister Roman Andarak; Olga Ponomarchuk, Head of International Relations Department; Yuliaa Kyian, Director General for Strategic Planning and European Integration

Description: To hear how the Ministry of Energy is dealing with attacks on their infrastructure and how they are preparing for winter

- 3:20-3:35PM Transit to Crimea Platform
- 3:35-4:40PM Meeting with Crimea Platform  
Participants: Tamila Tasheva, Permanent Representative  
Description: Discussion of ethnic and religious minorities in occupied territories.
- 4:40-5:15PM Transit to SHERP Meeting
- 5:15-7:15PM Meeting with automatic vehicle company SHERP  
Participants: Oleksandr Biletskyi, CEO, SHERP  
Description: To hear how Ukraine's manufacturers are innovating and amping up production in wartime.
- 7:15-8:15PM Transit to Intercontinental Hotel
- 8:15-10:10PM Dinner with U.S. Embassy country team  
Participants: Anton Cooper, Acting Political Counselor; Mary Elizabeth Madden, Economic Counselor; Alesia Sourine, PolMil Unit Chief; and Col. Shawn Kyle, Chief, Office of Defense Cooperation.  
Description: Country brief and discussion on U.S. engagement in Ukraine.
- 11:15PM Overnight train to Lviv

#### **Friday, October 4**

*Location: Kyiv and Lviv, Ukraine*

- 6:15AM Arrive in Lviv, Ukraine and check into Hotel
- 6:15-10:00PM Check in to Hotel and Personal Time
- 10:00-10:30AM Transit to Superhumans Rehabilitation Center
- 10:30AM-12:00PM Meeting and Tour of Superhumans Rehabilitation Center  
Participants: Olga Rudneva, CEO, Superhumans  
Description: To hear about the hospital's medical assistance for victims of the war, including the building and fitting of prosthetics and physical/occupational therapy.
- 12:00-12:30PM Transit to Working Lunch
- 12:30-2:15PM Lunch with Lviv IT Cluster

Participants: Deputy CEO Yuriy Ohonovskyi; Research Lead Yaryna Voznyak; Donor Relations Manager Svitlana Skrypka  
Description: Learn how Lviv is being transformed into a hub for technological advancement.

2:15-2:30PM Transit to Site Visit

2:30-3:30PM Site Visit to Missile Strike  
Participants: Oksana Prychoda, Head of the Frankivsk District Administration of the Lviv City Council  
Description: Discuss the recent September attack on the city of Lviv.

3:30-4:00PM Transit

4:00-5:45PM Catholic University of Lviv  
Participants: Natalia Klymovska, Vice Rector for Development and Communications; University Administration; and students.  
Description: To learn how the University is supporting higher education for citizens despite war.

5:45-7:30PM Personal Time

7:30PM Dinner in Lviv

### **Saturday, October 5**

*Location: Lviv, Ukraine and Krakow, Poland*

7:00-11:00AM Transit from Lviv, Ukraine to Airport in Krakow, Poland

1:30PM Depart on Flight UA 9403 (via Munich) for Washington, D.C.

7:25PM Arrive at Washington Dulles (IAD)