Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
OFFICE OF THE SENATE
17 MAR -7 AM 10: 36

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): February 17 - 23, 2017

Name of accompanying family member (if any): _____
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	$1,545.40	$810	$129	Visa: $210; Insurance: $82.36; Security: $578; Interpreter: $36.84

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Addendum A

3/7/2017 John Stephens Worley III
(Date) *(Printed name of traveler)* *(Signature of traveler)*

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/7/2017
(Date) *(Signature of Supervising Senator/Officer)*

(Revised 1/3/11) **Form RE-2**

FINAL – ADDENDUM A

AGENDA: CARE Learning Tour to Bangladesh, February 17-23, 2017

Friday, February 17 **Travel Day**

Depart U.S. for Dhaka, Bangladesh (TK #08)

Saturday, February 18 **Travel Day**

Travel Day

Sunday, February 19 **Travel Day/Dhaka, Bangladesh**

5:30am	CARE delegation arrives to Dhaka, Bangladesh (TK #712)
5:30-6:15am	Transfer to hotel
6:15am-2:00pm	Hotel check-in/unpacking time/briefing preparation time at hotel
2:00-3:00pm	Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another
3:00-4:30pm	Scene-Setter Briefing to gain historical, political, and social context for sustainable development and women's empowerment in Bangladesh
4:30-5:00pm	Downtime/prepare for dinner
5:00-5:30pm	Transfer to dinner
5:30-7:30pm	Dinner Briefing with U.S. Mission to learn about the U.S. Government's development priorities in Bangladesh
7:30-8:00pm	Transfer to hotel

Overnight: Westin - Dhaka, Bangladesh

Monday, February 20 **Dhaka/Sylhet, Bangladesh**

Breakfast on own

8:00-9:00am	Transfer to Site Visit 1
9:00-10:30am	Site Visit 1: Visit Girls Education and Child Protection Program to learn about community-based initiatives to keep girls in school and combat child marriage
10:30-11:30am	Transfer to airport
11:30-12:30pm	Plane briefing on child marriage in Bangladesh • Note: Transfer to Sylhet

12:30-1:30pm Transfer to Site Visit 2

1:30-2:45pm Site Visit 2: Visit Adolescent Empowerment Program to learn about youth-led efforts to combat child marriage, abuse, and labor and advocate for girls' rights

2:45-3:45pm Transfer to Site Visit 3

3:45-5:00pm Site Visit 3: Visit Community Clinic and Community Health Workers (CHW) Program to learn about maternal and child health in Bangladesh and the importance of CHWs in linking women and families to health services. Home visits with beneficiaries.

5:00-6:00pm Transfer to hotel

6:00-7:00pm Downtime/unpacking time at hotel

7:00-8:30pm Messaging Dinner to discuss effective and compelling messaging and framing of U.S. investment in foreign assistance and women's empowerment

Overnight: Rose View Hotel - Sylhet, Bangladesh

Tuesday, February 21 **Sunamganj, Bangladesh**

Breakfast on own

7:30-9:00am Transfer to Sunamganj

9:00-10:30am Site Visit 1: Visit Maternal and Child Nutrition Program to learn about interventions to reduce malnutrition by training pregnant women and new mothers on maternal nutrition and how to cook nutritious meals for and combat acute malnutrition among children under five years old. Meet with women to hear their stories.

10:30-12:00pm Transfer to Site Visit 2

- Note: Lunch in the vehicles.

12:00-3:00pm Site Visit 2: Visit SHOUHARDO III Program to learn about community empowerment groups which identify health, nutrition, and economic challenges in local communities and implement solutions to these challenges. Meet with council to hear their results.

3:00-4:00pm Site Visit 3: Visit Tipping Point a Girls Empowerment Program to learn about how girls are challenging child marriage and violence against women, advocating for

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girls education, and fostering economic empowerment for women. Meet with women and girls to hear their stories.

4:00-6:00pm Transfer to Rose View hotel

6:00-7:30pm Shower time

7:30-9:30pm Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Rose View Hotel - Sylhet, Bangladesh

Wednesday, February 22 **Sylhet - Dhaka, Bangladesh**

9:00-10:30am Breakfast with Survivors and Advocates to learn about effective community interventions to end and prevent domestic violence

10:30-11:30am Transfer to airport

11:35am-12:20pm Plane Briefing on Women's Economic Empowerment
- Note: Transfer to Dhaka

12:20-1:30pm Transfer to Westin Hotel

1:30-2:30pm Lunch with Influential Bangladeshi Advocates for Women and Girls to learn about advocacy efforts and social movements to promote sustainable development and women's empowerment

2:30-3:30pm Transfer to Site Visit 1

3:30-4:30pm Site Visit 1: Visit Ready-Made Garment Factory Program to learn about efforts to educate women working in garment factories on their rights

4:30-5:30pm Transfer to Westin Hotel

5:30-7:00pm Packing time

7:00-7:30pm Transfer to reception

7:30-9:30pm Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Bangladesh

9:30-10:0pm Transfer to hotel

Overnight: Westin - Dhaka, Bangladesh

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Thursday, February 23 **Travel Day**

5:30-6:00am	Transfer to airport
7:00am	Delegation departs for U.S. (TK #713)

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JOHNNY ISAKSON, GEORGIA, CHAIRMAN
CHRISTOPHER A. COONS, DELAWARE, VICE CHAIRMAN

PAT ROBERTS, KANSAS
JAMES E. RISCH, IDAHO

BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-6425

TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7416
TDD: (202) 228-3752

United States Senate

SELECT COMMITTEE ON ETHICS

February 10, 2017

John Stephens Worley III
Committee on Appropriations
United States Senate
Washington, DC 20510

Dear Mr. Worley:

This responds to your recent correspondence concerning an invitation you received to travel on a CARE Learning Tour in Bangladesh on February 17-23, 2017, sponsored by the Cooperative for Assistance & Relief Everywhere, Inc. (CARE). CARE certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*[1] related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. CARE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal, and that no registered lobbyist will accompany you at *any point throughout your trip*.[2]

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CARE is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form,* and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

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[1] The term "necessary expenses" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

[2] The term "any point throughout your trip" has a specific definition. *See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

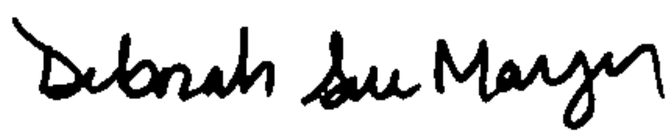
The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.[3] However, CARE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.[4]

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).[5] The Senate has defined minimal value as less than $100. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 9, 2015 setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,[6] on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed $375 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

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[3] *See* 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

[4] 26 U.S.C. § 501(c)(3).

[5] 5 U.S.C. § 7342.

[6] A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 ($124,406 for CY 2017) or is a political fund designee and is required to file an annual Financial Disclosure Report.

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: John Stephens Worley III

Employing Office/Committee: Senate Appropriations Committee

Private Sponsor(s) (list all): Cooperative Assistance & Relief Everywhere (CARE)

Travel date(s): Feb. 17 - Feb. 23, 2017

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Bangladesh

Explain how this trip is specifically connected to the traveler's official or representational duties:

Bangladesh is a major recipient of U.S.-appropriatied development funding. This trip will bring together senior leadership and committee communications staffers to better understand and tell the story of foreign assistance in the developing world, and specifically how that funding affects women and families. As the Deputy Communications Director for the Senate Appropriations Committee and Chairman Thad Cochran, these topics fall within my issue portfolio. I need to have a knowledge of these foreign aid programs in order to effectively communicate their role, our funding decisions, and how and the Appropriations Committee reached its decision on the allocation of taxpayer money.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

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

1-17-2017
(Date)

(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Chairman Thad Cochran *(Print Senator's/Officer's Name)* hereby authorize John Stephens Worley III *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. *(signify "yes" by checking box)* ☐

1/18/17
(Date)

(Signature of Supervising Senator/Officer)

(Revised 10/19/15)

Form RE-1

000572

CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

January 17, 2017

United States Senate Select Committee on Ethics
220 Hart Senate Building
Washington, DC 20510

RE: CARE Learning Tour to Bangladesh, Feb. 17 – Feb. 23

To Whom It May Concern:

Over the past six years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Bangladesh, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche
Director, Learning Tours
CARE USA

CARE and CARE Action Now Structure Explained
Updated: September 2, 2016

CARE, a 501(c)(3) organization, is a leading international humanitarian organization fighting global poverty that places special focus on working alongside poor women who, equipped with the proper resources, can assist whole families and entire communities escape poverty through improved basic education, prevent the spread of HIV, increase access to clean water and sanitation, and expand economic opportunities and the protection of natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

CARE serves as common paymaster for both organizations, so that all shared employees receive one paycheck from CARE for services provided to either CARE or CARE Action Now. CARE Action Now reimburses CARE for its allocable share of salary, benefits, and payroll taxes. All staff time that qualifies as "lobbying activity" under the Lobbying Disclosure Act that is conducted by staff registered as lobbyists for CARE Action Now is charged to CARE Action Now under this arrangement, although those employees may also perform non-lobbying services for CARE. CARE Action Now treats its reimbursement payments to CARE as expenditures for salary and related items on its books.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

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BILL & MELINDA GATES *foundation*

1300 I (Eye) Street NW
Suite 200 East
Washington, DC 20005, USA
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F +1.202.220.6799
www.gatesfoundation.org

January 17, 2017

The Select Committee on Ethics
United States Senate
220 Hart Building
Washington, DC 20510

This letter is submitted in response to your request regarding a learning trip beginning February 17, 2017. The Bill & Melinda Gates Foundation made a grant to CARE USA on January 11, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for this project for the purpose of providing members of Congress, Congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the Foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. This funding has not been directly or indirectly earmarked to finance any aspect of this trip.

If we can provide any additional information, please contact me at Katy.Button@gatesfoundation.org, or direct line of 202-662-8189.

Sincerely,

Katy Button
Senior Government Relations Officer
Bill & Melinda Gates Foundation

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

---

1. Sponsor(s) of the trip (please list all sponsors): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that support development and women's empowerment in Bangladesh.

3. Dates of travel: Feb. 17 - Feb. 23, 2017

4. Place of travel: Bangladesh

5. Name and title of Senate invitees: See Addendum A

6. I *certify* that the trip fits one of the following categories:

   ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

   – OR –

   ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

   – AND –

   ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

   ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

   – AND –

   ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

OR

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10).*

OR

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up. The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in Bangladesh since 1949.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand. Since 2009, we have hosted twenty-three trips with members of Congress and their staff.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 90 countries around the world implementing programming as well as promoting visibility on issues important to ending global poverty and leading advocacy toward local and international actors to prioritize poverty-combatting initiatives.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$2,081 See Addendum C for estimate details.	$810	$318	Interpreters, Security, Insurance, Visas: $1,000

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in Bangladesh sharing an interest in sustainable programs to combat poverty and empower women and girls in Bangladesh.

19. Name and location of hotel or other lodging facility:

Westin Hotel - Dhaka, Bangladesh

Rose View Hotel - Sylhet, Bangladesh

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

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21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. Government per diem rate for lodging in Dhaka is $200/night and Sylhet $105/night.

The U.S. Government per diem rates for meals in Dhaka is $90/day and Sylhet $69/day.

Our costs are at these rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly coach class to and from Bangladesh. The delegation will fly on a Novo Air (local airline - coach equivalent) flight for internal travel in Bangladesh.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: RR

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: rroche@care.org

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Instructions

(Do not file the Instructions with OPR)

General Instructions

- The Senate Select Committee on Ethics ("Ethics Committee") has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.

- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.

- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:

  a. the stated mission of the organization sponsoring the trip;
  b. the organization's prior history of sponsoring congressional trips, if any;
  c. other educational activities performed by the organization besides sponsoring congressional trips;
  d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  f. whether there is an adequate connection between a trip and official duties;
  g. the reasonableness of the total amount spent by a sponsor of the trip;
  h. whether there is a direct and immediate relationship between a source of funding and an event;
  i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  k. any other factor deemed relevant by the Select Committee on Ethics.

  Consult the *Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.

- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.

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Filling out the Private Sponsor Travel Certification Form (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.

2. *Description of the trip:* Provide a brief statement about the purpose of the trip.

3. *Dates of travel:* Provide the dates of departure and return.

4. *Place of travel*: Provide the destination(s) for the trip.

5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.

6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.

7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.

8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

   Example: A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.

9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

   "De minimis" exception: Both lobbyist/agent of a foreign principal "accompaniment" prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.

11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.

12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.

13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.

14. *Briefly describe each sponsor's prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor's history of sponsoring congressional travel. It is not necessary to list every trip.

15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.

16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.

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17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.

18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose.* A brief but detailed description of the reason for the selection of the location must be provided.

19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.

20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.

21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.

22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.

23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.

24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.

25. *Certification:* Each sponsor of a trip should sign the form and certify that the information is complete and correct. Attach additional pages with the certification and signature block, as necessary, for each trip sponsor.

Addendum A:
Names and titles of ALL Senate invitees and explanation of why the individual was invited.

We invited Senate congressional staff from each of the following committees and offices to join the trip. These committees and offices hold a particular interest or relevance to the issue of U.S. foreign and food assistance which will be the focus of the trip agenda.

Senate Foreign Relations Committee
Senate Agriculture Committee
Senate Appropriations Committee
Senate Leadership Offices

Invited Senate Staff

- Sean Bartlett, Communications Director – Senate Foreign Relations Committee Minority Staff
- Torrie Matous, Press Secretary – Senator Richard Shelby (R-AL)
- Chris Gallegos, Communications Director – Senate Appropriations Committee Majority Staff
- Stephen Worley, Deputy Communications Director – Senate Appropriations Committee Majority Staff
- Cassie Smedile, Communications Director – Senator Todd Young (R-IN)
- Ben Marter, Communications Director – Senator Richard Durbin (D-IL)
- David Carle, Press Secretary – Senator Patrick Leahy (D-VT)
- Micah Johnson, Communications Director – Senate Foreign Relations Committee Majority Staff
- Amanda Maddox, Press Secretary – Senator Johnny Isakson (R-GA)
- Chris Harris, Press Secretary – Senator Chris Murphy (D-CT)
- Kaylin Minton, Press Secretary – Senator Jim Risch (R-ID)
- Giselle Barry, Press Secretary – Senator Ed Markey (D-MA)
- Jason Samuels, Communications Director – Senator Jeff Flake (R-AZ)
- Matt House, Communications Director – Senator Chuck Schumer (D-NY)
- Ryan Nickel, Communications Director – Senator Jeanne Shaheen (D-NH)
- Haley Dorgan, Press Secretary – Senator Jeanne Shaheen (D-NH)
- Jenna Mason, Press Secretary – Senator Lisa Murkowski (R-AK)
- Alex Burgos, Communications Director – Senator Marco Rubio (R-FL)

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Addendum B:
Cities of Departure:

Friday, February 17, 2017:
10:55pm – Depart Washington, DC (Turkish Air #08)

Saturday, February 18, 2017:
4:05pm – Arrive Istanbul, Turkey
6:15pm – Depart Istanbul, Turkey (Turkish Air #712)

Sunday, February 19, 2017:
5:30am – Arrive Dhaka, Bangladesh

Thursday, February 23, 2017:
7:00am – Depart Dhaka, Bangladesh (Turkish Air #713)
12:10pm – Arrive Istanbul, Turkey
2:05pm – Depart Istanbul, Turkey (Turkish Air #07)
7:05pm – Arrive Washington, DC

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Addendum C:

- Transportation Estimation per person - $2,081
  - Flight estimation: $1,000
  - Vehicles: $1,000
  - Internal flight: $81
- Lodging Estimation per person – $810
  - $200 per night x 3 nights (Dhaka) = $600*
  - $105 per night x 2 night (Sylhet) = $210
- Meals Estimation per person - $318
  - $90 (USG M&I per diem for Dhaka) x 2 days = $180
  - $69 (USG M&I per diem for Sylhet) x 2 days = $138
- Other Expenses Estimation per person - $1,000
  - Visa -- $210
  - Security -- $590
  - Interpreter -- $100
  - Travel Insurance -- $100

*Note: Because the delegation is arriving so early on the 19th after more than a 20 hour flight from the U.S., the hotel is requiring us to reserve rooms for the delegates on the 18th to ensure the rooms are available when the delegation arrives early in the morning on Feb. 19, 2017.

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FINAL

AGENDA: CARE Learning Tour to Bangladesh, February 17-23, 2017

Friday, February 17 **Travel Day**

Depart U.S. for Dhaka, Bangladesh (TK #08)

Saturday, February 18 **Travel Day**

Travel Day

Sunday, February 19 **Travel Day/Dhaka, Bangladesh**

5:30am	CARE delegation arrives to Dhaka, Bangladesh (TK #712)
5:30-6:15am	Transfer to hotel
6:15am-2:00pm	Hotel check-in/unpacking time/briefing preparation time at hotel
2:00-3:00pm	Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another
3:00-4:30pm	Scene-Setter Briefing to gain historical, political, and social context for sustainable development and women's empowerment in Bangladesh
4:30-5:00pm	Downtime/prepare for dinner
5:00-5:30pm	Transfer to dinner
5:30-7:30pm	Dinner Briefing with U.S. Mission to learn about the U.S. Government's development priorities in Bangladesh
7:30-8:00pm	Transfer to hotel

Overnight: Westin - Dhaka, Bangladesh

Monday, February 20 **Dhaka/Sylhet, Bangladesh**

Breakfast on own

8:00-9:00am	Transfer to Site Visit 1
9:00-10:30am	Site Visit 1: Visit Girls Education and Child Protection Program to learn about community-based initiatives to keep girls in school and combat child marriage
10:30-11:30am	Transfer to airport
11:45-12:30pm	Plane briefing on child marriage in Bangladesh - Note: Transfer to Sylhet - Novo Air #951

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12:30-1:30pm	Transfer to Site Visit 2
1:30-2:45pm	Site Visit 2: Visit Adolescent Empowerment Program to learn about youth-led efforts to combat child marriage, abuse, and labor and advocate for girls' rights
2:45-3:45pm	Transfer to Site Visit 3
3:45-5:00pm	Site Visit 3: Visit Community Clinic and Community Health Workers (CHW) Program to learn about maternal and child health in Bangladesh and the importance of CHWs in linking women and families to health services. Home visits with beneficiaries.
5:00-6:00pm	Transfer to hotel
6:00-7:00pm	Downtime/unpacking time at hotel
7:00-8:30pm	Messaging Dinner to discuss effective and compelling messaging and framing of U.S. investment in foreign assistance and women's empowerment

Overnight: Rose View Hotel - Sylhet, Bangladesh

Tuesday, February 21 **Sunamgaj, Bangladesh**

Breakfast on own

7:30-9:00am	Transfer to Sunamgaj
9:00-10:30am	Site Visit 1: Visit Maternal and Child Nutrition Program to learn about interventions to reduce malnutrition by training pregnant women and new mothers on maternal nutrition and how to cook nutritious meals for and combat acute malnutrition among children under five years old. Meet with women to hear their stories.
10:30-12:00pm	Transfer to Site Visit 2 • Note: Lunch in the vehicles.
12:00-1:30pm	Site Visit 2: Visit SHOUHARDO II Program to learn about community empowerment groups which identify health, nutrition, and economic challenges in local communities and implement solutions to these challenges. Meet with council to hear their results.
1:30-3:00pm	Site Visit 3: Visit Tipping Point and Women and Girls Empowerment Program to learn about how women and youth are challenging child marriage and violence against

women, advocating for girls education, and fostering economic empowerment for women. Meet with women and girls to hear their stories.

3:00-5:00pm — Briefing in vehicle on women's empowerment
- Note: Transfer to Sylhet

5:00-6:00pm — Shower time before dinner

6:00-8:00pm — Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

Overnight: Rose View Hotel - Sylhet, Bangladesh

Wednesday, February 22 **Sylhet - Dhaka, Bangladesh**

9:30-11:00am — Breakfast with Local Government Officials and Implementing Partners to learn about the Bangladeshi government works with NGOs and the private sector to empower women in Bangladesh

11:00-11:30am — Packing time

11:30am-12:30pm — Transfer to airport

1:00-1:45pm — Plane briefing on women's economic empowerment
- Note: Transfer to Dhaka - Novo Air #952

1:45-2:45pm — Transfer to Site Visit 1

2:45-4:00pm — Site Visit 1: Visit Ready-Made Garment Factory Program to learn about efforts to educate women working in garment factories on their rights

4:00-5:00pm — Transfer to coffee meeting

5:00-6:00pm — Coffee Meeting with Influential Bangladeshi Advocates for Women and Girls to learn about advocacy efforts and social movements to promote sustainable development and women's empowerment

6:00-6:30pm — Transfer to hotel

6:30-7:00pm — Shower/packing time at hotel

7:00-7:30pm — Transfer to reception

7:30-9:00pm — Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Bangladesh

9:00-9:30pm Transfer to hotel

Overnight: Westin - Dhaka, Bangladesh

Thursday, February 23 **Travel Day**

5:30-6:00am Transfer to airport

7:00am Delegation departs for U.S. (TK #713)

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USA
www.care.org

January 9, 2017

Stephen Worley
Deputy Communications Director
Senate Appropriations Committee
S-128 Capitol
Washington, DC 20510

Dear Stephen,

We are approaching you with a special opportunity to join CARE's Learning Tour to Bangladesh during the President's Day congressional recess. This trip will take place **February 17 – February 23, 2017** (including travel) and will allow you to examine the importance of U.S. investments in women's empowerment and sustainable development. The delegation will include communications staffers, as well as key leaders from the Administration, corporate sector and technical experts.

On your journey, you will see some of the strongest and most robust U.S. foreign assistance programs in the world and meet with beneficiaries in Bangladesh to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including the private sector and local partners, who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national stage in Bangladesh.

One of the most densely populated nations in the world located in a rapidly changing geo-political region, Bangladesh's development challenges are complex and varied. Its economy has experienced rapid growth in the last 15 years, however this hasn't necessarily translated to higher standards of living and empowerment for all Bangladeshis. Currently one in three Bangladeshis live in poverty and 36 percent of children under age 5 have stunted development resulting from food and nutrition insecurity.

Poverty and poor health outcomes are further compounded by gender inequality and strict social norms which often deepen the vulnerability of the nation's most marginalized populations, particularly women and girls. For example, the rate of child marriage for girls in Bangladesh is one of the highest in the world and violence against women remains a formidable problem.

This Learning Tour will be a unique opportunity to explore these issues on the ground through a communications lens. On the trip, you will learn about the challenges and successes a woman in Bangladesh faces at key points throughout her life, from girls' education, to adolescent and maternal health services, to food and nutrition security, to economic empowerment. You will learn about the life of a woman in Bangladesh firsthand and return to Washington, DC with the ability to tell her story, as well as the story of U.S. investment in foreign assistance.

In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by **Monday, January 16, 2017**. I have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can also reach her directly at Rachel.Hall@care.org or (202) 569-7027.

Thank you for your ongoing support and for considering this opportunity.

Sincerely,

David Ray
Vice President for Policy & Advocacy and Head of Office
CARE USA

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