

111TH CONGRESS }
1st Session

HOUSE OF REPRESENTATIVES

{ REVIEW NO.
10-7960

**OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF
REPRESENTATIVES**

Report and Findings

Transmitted to the
Committee on Standards of Official Conduct
on July 30, 2010
and released publicly pursuant to H. Res. 895 of the
110th Congress as amended



July 2010

House of Representatives Office of Congressional Ethics Review No. 10-7960

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OFFICE OF
CONGRESSIONAL ETHICS
BOARD

UNITED STATES HOUSE OF REPRESENTATIVES
ONE HUNDRED ELEVENTH CONGRESS

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REPORT

Review No. 10–7960

The Board of the Office of Congressional Ethics (the “Board”), by a vote of no less than four members, on July 23, 2010, adopted the following report and ordered it to be transmitted to the Committee on Standards of Official Conduct of the United States House of Representatives.

SUBJECT: Representative Alcee L. Hastings

NATURE OF THE ALLEGED VIOLATION: In 2008, Representative Alcee L. Hastings participated in a Congressional Delegation to Astana, Kazakhstan. During the trip, he received a travel per diem for meals and incidental expenses with an approximate value of \$1,108.00. Public statements attributed to Representative Hastings indicated that he may have used the per diem for impermissible purposes. In addition, these public statements indicate that he may have used the per diem for impermissible purposes during other trips.

If Representative Hastings’ actual meal and incidental expenses during foreign travel were less than the per diem received and he did not return the excess per diem, he may have violated House Rule 10, clause 8 and House Rule 23, clauses 1 and 2.

RECOMMENDATION: The Board recommends that the Committee on Standards of Official Conduct further review the above allegations.

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

MEMBER OF THE BOARD OR STAFF DESIGNATED TO PRESENT THIS REPORT TO THE COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT: Leo Wise, Staff Director & Chief Counsel.

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FINDINGS OF FACT AND CITATIONS TO LAW

Review No. 10-7960

On July 23, 2010, the Board of the Office of Congressional Ethics (the “Board”) adopted the following findings of fact and accompanying citations to law, regulations, rules and standards of conduct (*in italics*). The Board notes that these findings do not constitute a determination of whether or not a violation actually occurred.

I. INTRODUCTION

1. The Rules of the 111th Congress were adopted by the U.S. House of Representatives on January 6, 2009. Rule 10, clause 8, provides that House Members and staff on official foreign travel receive reimbursement for their official expenses at the lesser of (1) the applicable per diem; or (2) the actual expenses incurred. The Rules of the 110th Congress included the identical provision.¹ By this rule, Members of the House imposed on themselves a requirement that per diem in excess of actual expenses is to be returned. The Speaker of the House recently underscored this requirement and restated the rule that “[a]ny per diem provided to members or staff is intended to be expended only for official purposes related to the trip. Excess funds are to be returned to the Treasury”²

2. During this Review, various committees which authorize foreign travel and the U.S. Department of State all informed the Office of Congressional Ethics (“OCE”) that many Members and staff use per diem properly, comply with the rule and return excess per diem. The House Committee on Foreign Affairs, the House Committee on Armed Services, the Commission Security and Cooperation in Europe, and the Bureau of Legislative Affairs of the U.S. Department of State each has staff responsible for collecting and recording the return of excess per diem from Members and staff. According to the officials, Members and staff routinely return excess per diem to these entities.³

3. Notwithstanding the rule and the compliance by many Members and staff, several Members claimed that it is common practice by some to use per diem for purposes other than official expenses and to retain excess per diem. While this practice may seem to be

¹ Rules of the House of Representatives, 111th Cong. Rule X, Clause 8, adopted under H. Res. 5, 111th Cong. (January 6, 2009).

² Letter from the Speaker of the House to House Committee Chairmen, dated May 13, 2010 (Exhibit 1 at 10-7960_0002).

³ Memorandum of Interview of Commission on Security and Cooperation in Europe Office Manager, June 3, 2010 (“CSCE Office Manager MOI”) (Exhibit 2 at 10-7960_0006); Memorandum of Interview of House Committee on Foreign Affairs Travel Coordinator, June 2, 2010 (Exhibit 3 at 10-7960_0009); and Memorandum of Interview of House Armed Services Committee Travel Coordinator, June 8, 2010 (Exhibit 4 at 10-7960_0014).

consistent with the rationale for a per diem approach to covering travel expenses without need for itemized accounting, it nonetheless appears to be contrary to the rule the House adopted and with which many Members evidently do comply. The Board determined that fairness dictates upholding the standard stated in the rule and adhered to by many, rather than excusing a practice of noncompliance, however pervasive.

4. Representative Hastings acknowledged publically before the commencement of the OCE's Review that he used per diem for expenses other than meals and incidentals.⁴ During the Review, he acknowledged that he used per diem for expenses other than meals and incidentals, which suggests that he had excess per diem.⁵

A. SUMMARY OF ALLEGATIONS

5. Based on the information presented before the Office of Congressional Ethics ("OCE"), there is substantial reason to believe that Representative Alcee L. Hastings may have violated House Rule 10, clause 8 and House Rule 23, clauses 1 and 2 by retaining excess per diem when his actual meal and incidental expenses were less than the per diem that he received during various Congressional Delegation trips ("CODELs").

B. JURISDICTIONAL STATEMENT

6. The allegations that were the subject of this Review concern Representative Hastings, a Member of the United States House of Representatives from the 23rd District of Florida. The Resolution the United States House of Representatives adopted creating the OCE directs that, "[n]o review shall be undertaken . . . by the board of any alleged violation that occurred before the date of adoption of this resolution." The House adopted this Resolution on March 11, 2008. The conduct under Review occurred after March 11, 2008.

C. PROCEDURAL HISTORY

7. The OCE received a written request for a preliminary Review in this matter signed by at least two members of the Board on April 12, 2010. The preliminary Review commenced on April 13, 2010. The preliminary Review was scheduled to end on May 13, 2010.

8. At least three members of the Board voted to initiate a second-phase Review in this matter on May 11, 2010. The second phase Review commenced on May 14, 2010.⁶ The second-phase Review was scheduled to end on June 28, 2010.

9. The Board voted to extend the 45-day second-phase Review by an additional 14 days on June 21, 2010, as provided for under H.

⁴ Brody Mullins and T.W. Farnam, "Lawmakers Keep the Change," *The Wall St. J.* (March 2, 2010) (Exhibit 5 at 10-7960_0018).

⁵ Memorandum of Interview of Representative Alcee L. Hastings ("Hastings MOI") (Exhibit 6 at 10-7960_0021-0025);

⁶ According to the Resolution, the Board must vote on whether to conduct a second-phase Review in a matter before the expiration of the 30-day preliminary Review. If the Board votes for a second-phase, the second-phase begins when the preliminary Review ends. The second-phase Review does not begin on the date of the Board vote.

Res 895. Following the extension, the second-phase Review was scheduled to end on July 12, 2010.⁷

10. Representative Hastings submitted a written statement to the Board, under Rule 9(B) of the OCE's Rules for the Conduct of Investigations, on July 20, 2010.⁸

11. The Board voted to refer the matter to the Committee on Standards of Official Conduct for further Review and adopted these findings on July 23, 2010.

12. This report and findings in this matter were transmitted to the Committee on Standards of Official Conduct on July 30, 2010.

D. SUMMARY OF INVESTIGATIVE ACTIVITY

13. The OCE requested documentary and testimonial information from the following sources:

- (1) Representative Hastings;
- (2) Commission on Security and Cooperation in Europe ("CSCE");
- (3) CSCE Office Manager;
- (4) House Committee on Foreign Affairs;
- (5) House Committee on Foreign Affairs Travel Coordinator;
- (6) House Committee on Armed Services;
- (7) House Committee on Armed Services Travel Coordinator;
- (8) Bureau of Legislative Affairs of the United States Department of State; and
- (9) United States Air Force Congressional Liaison Office.

II. THERE IS SUBSTANTIAL REASON TO BELIEVE THAT REPRESENTATIVE HASTINGS RECEIVED PER DIEM IN EXCESS OF HIS ACTUAL MEAL AND INCIDENTAL EXPENSES DURING CERTAIN CODELS AND RETAINED THE EXCESS PER DIEM

14. The Board recognizes that the per diem rule contained in House Rule 10, clause 8 is under the jurisdiction of the House Committee on Rules.

15. Based on the facts presented before the Board, the allegations in this Review also implicate House Rule 23, clauses 1 and 2, which are under the jurisdiction of the Committee on Standards of Official Conduct.

16. Regardless of which committee the House determines to appropriately address these issues, the OCE has jurisdiction to Review alleged violations of "any law, rule, regulation, or other standard of conduct applicable to the conduct of [a] Member, officer, or employee in the performance of his duties or the discharge of his responsibilities."⁹

A. APPLICABLE LAW, RULES, AND STANDARDS OF CONDUCT

1. HOUSE RULES

17. Pursuant to House Rule 10, clause 8(b):

⁷*Id.* at § 1(c)(2)(A)(ii) (2008).

⁸Letter from Representative Alcee L. Hastings to the Board of the Office of Congressional Ethics, dated July 20, 2010 (Exhibit 7 at 10-7960 0027-0028).

⁹H. Res. 895, 110th Cong., Section 1(c)(1)(A) (2008) (as amended).

“The following conditions shall apply with respect to travel outside the United States or its territories or possessions . . . (2) A member or employee shall be reimbursed for the expenses of such individual for a day at the lesser of—

(A) the per diem set forth in applicable Federal law; or

(B) the actual, unreimbursed expenses (other than for transportation) incurred during that day.”

18. Pursuant to House Rule 23, clause 2:

“A Member, Delegate, Resident Commissioner, officer, or employee of the House shall adhere to the spirit and the letter of the Rules of the House and to the rules of duly constituted committees thereof.”

19. Pursuant to House Rule 23, clause 1:

“A Member, Delegate, Resident Commissioner, officer, or employee of the House shall conduct himself at all times in a manner that shall reflect credibility on the House.”

2. FEDERAL TRAVEL REGULATION AND OTHER GUIDANCE

20. *House Rule 10, clause 8(b), incorporates by reference Federal law governing the use of per diem. Specifically, Public Law 95-384 governs per diem provided to congressional travelers. Per diem rates are established under 5 U.S.C. §5702 and the Federal Travel Regulation, 41 C.F.R. chs. 300-304.*

21. *The “per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for **lodging, meals, and related incidental expenses**. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.”¹⁰*

22. *Lodging expenses include “expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters, and fires furnished in the room when such charges are not included in the room rate.”¹¹*

23. *Meal expenses are “expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).”¹²*

24. *Incidental expenses are “(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; (2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and (3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings.”¹³*

25. *“Per Diem consists of two components: the lodging rate and the M&IE. Per diem rates are established by the Department of State for foreign cities. The foreign per diem rates are established monthly by the Department of State based on actual reported costs of hotel, meals and incidental expenses in individual cities around the world. Therefore, routine expenses are usually well within the*

¹⁰ 41 C.F.R. §300-3.1 (emphasis added).

¹¹ *Id.*

¹² *Id.*

¹³ *Id.*

per diem rates and it is sufficient to authorize per diem payments based on those rates.”¹⁴

26. Under the Federal Travel Regulation, the allocation of meals and incidental expenses (“M&IE”) rates that are used in making deductions from the M&IE are as follows: 15% for breakfast, 25% for lunch, 40% for dinner, and the remainder for incidental expenses. For example, if the M&IE for a specific city was \$100 per day, it was allocated as \$15 for breakfast, \$25 for lunch, \$40 for dinner, and \$20 for incidental expenses.¹⁵

27. According to *The United States Department of State Bureau of Legislative Affairs Official Foreign Travel Guide* published for the U.S. Congress, Members are advised the following:

Questions and Answers

Q What do I do if I received more travel funds than I needed?

A It depends. If you traveled on a per diem allowance (the set rates) you may keep any “excess” funds, though your authorizing committee may have their own specific rules.

If you received funds in excess of that allowance (because actual costs were anticipated to exceed the allowance) you must itemize your expenses and reconcile any differences with the congressional office that authorized your travel. Unused per diem funds, authorized on an enhanced or actual cost basis, must be returned to the Department of State by personal check in U.S. dollars, made payable to the U.S. Treasury or to the Treasurer of the United States.

28. The House has adopted a general rule for all committees that per diem allowance (the set rates) in excess of actual expenses may not be retained.¹⁶

A. REPRESENTATIVE HASTINGS MADE PUBLIC STATEMENTS INDICATING THAT HE MAY HAVE USED PER DIEM FOR IMPERMISSIBLE PURPOSES

29. On March 2, 2010, the *Wall Street Journal* published an article entitled “Lawmakers Keep the Change.”¹⁷

30. In that article, Representative Hastings’ statements indicated that he may have used per diem that he received during CODELs for impermissible purposes.

31. According to the article: “Mr. Hastings said he sometimes used the extra taxpayer money to buy gifts, meals or drinks for military pilots, security officials and interpreters who travel with him. On a trip earlier this year to the Middle East, Mr. Hastings gave \$100 to an Iraqi refugee, he said.”¹⁸

32. The article further quotes Representative Hastings as saying: “I’m a generous spirit and a courteous spirit . . . I stand accused.”¹⁹

¹⁴United States Department of State Bureau of Legislative Affairs, *Official Foreign Travel Guide for the U.S. Congress*. (Exhibit 8 at 10-7960__0030-049).

¹⁵41 C.F.R. ch. 301, App. B.

¹⁶House Rule 10, clause 8.

¹⁷Brody Mullins and T.W. Farnam, “Lawmakers Keep the Change,” *The Wall St. J.* (March 2, 2010) (Exhibit 5 at 10-7960__0018).

¹⁸*Id.*

¹⁹*Id.*

33. In an interview with the OCE, Representative Hastings confirmed that he made these statements.²⁰

B. REPRESENTATIVE HASTINGS' USE OF PER DIEM FOR EXPENSES OTHER THAN MEALS AND INCIDENTALS PROVIDES SUBSTANTIAL REASON TO BELIEVE THAT HE HAD EXCESS PER DIEM AND HE DID NOT RETURN EXCESS PER DIEM

34. Representative Hastings used per diem for expenses other than his personal lodging, meals, and incidentals.

35. Representative Hastings told the OCE that he used per diem to purchase meals for others attending trips, including advisors and staff.²¹

36. The Federal Travel Regulation defines "incidental expenses" as "(1) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries; (2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site; and (3) Mailing cost associated with filing travel vouchers and payment of Government sponsored charge card billings."²²

37. Representative Hastings characterizes "incidental expenses" as those expenses that he would customarily incur if he were on personal travel.²³

38. He purchases gifts with the per diem for various individuals attending the trips. For example, he takes gifts such as flowers, candy, or wine to the homes of ambassadors or other hosts. He has also purchased neckties for the pilots of a military plane on which he traveled and did not retain receipts for such expenses.²⁴

39. Representative Hastings used the per diem to purchase souvenirs for staff. The souvenirs generally consist of such things as baseball caps, magnets, can openers, and thimbles. He does not buy souvenirs for himself, his family, or his constituents.²⁵

40. Prior to one trip, Representative Hastings purchased baseball caps in the United States that were customized for the trip. The caps were for the staff and Members who were going to attend the trip. He later used the per diem to reimburse himself for this expense, which was approximately \$425.00.²⁶

41. During a CODEL to Saudi Arabia in 2010, Iraqi refugees attended an official event and told the audience about their struggles. One refugee described numerous tragedies that he endured and Representative Hastings presented him with a \$100 bill. He is not sure if the money was his personal money or from his per diem.²⁷

42. Representative Hastings' use of the per diem for purposes other than his personal meals and incidental expenses suggests that his actual meal and incidental expenses were less than the per diem that he received.

²⁰ Hastings MOI (Exhibit 6 10-7960__0024).

²¹ *Id.* at 10-7960-0022.

²² 41 C.F.R. § 300-3.1.

²³ Hastings MOI (Exhibit 6 10-7960__0024).

²⁴ *Id.* at 10-7960__0024.

²⁵ *Id.* at 10-7960__0024.

²⁶ *Id.* at 10-7960__0024.

²⁷ *Id.* at 10-7960__0024.

43. As a result, there is substantial reason to believe that Representative Hastings had excess per diem for certain CODELs.

C. ESTIMATES OF REPRESENTATIVE HASTINGS' MEAL AND INCIDENTAL EXPENSES PROVIDE SUBSTANTIAL REASON TO BELIEVE THAT HIS EXCESS PER DIEM WAS MORE THAN A DE MINIMIS AMOUNT FOR CERTAIN CODELS

44. Representative Hastings told the OCE that he did not keep a complete record of expenses that he incurred on CODELs that he attended during the time period from March 2008 to May 2010.²⁸

45. Based on the information before the OCE, the exact amount of his meal and incidental expenses for each CODEL is unknown.

46. Consequently, the OCE must use an estimate of expenses to determine whether it appears that Representative Hastings retained excess per diem that was more than a *de minimis* amount.

47. The OCE Board notes that the sole purpose of the estimated meal and incidental expenses is to determine if there is substantial reason to believe that the Member had excess per diem that was more than a *de minimis* amount. The estimates are not intended to be used to conclude the exact amount of any excess per diem that the Member may have retained.

48. Without the use of an estimate, a House Member or staff could impede the enforcement of Rule 10, clause 8, by simply not maintaining any records of his or her actual expenses.

D. REPRESENTATIVE HASTINGS DID NOT RETURN ANY EXCESS PER DIEM FOR MEALS AND INCIDENTAL EXPENSES

49. Representative Hastings told the OCE that he has not returned any excess per diem to the U.S. Treasury. He explained that his per diem does not cover all of the expenses that he incurs.²⁹

50. Representative Hastings told the OCE that he had foreign currency from the per diem when ending certain CODELs, but he was not certain of the amount of the currency that was per diem and the amount that was his personal money.³⁰

51. Procedures were in place at the time of Representative Hastings's travel for him to return any excess per diem.

52. The relevant CODELs that Representative Hastings attended were all organized by the Commission on Security and Cooperation in Europe ("CSCE").

53. The Office Manager of the CSCE is responsible for reporting the amount of per diem that Members received and recording any excess per diem that Members of Congress or staff returned. He told the OCE that he had received excess per diem from Representatives and staff for various CODELs, which was returned to him by checks made payable to the U.S. Treasury.³¹

²⁸*Id.* at 10-7960_0021.

²⁹*Id.* at 10-7960_0023.

³⁰*Id.* at 10-7960_0023.

³¹ CSCE Office Manager MOI (Exhibit 2 at 10-7960_0005).

54. The Office Manager forwards the checks to a specific person at the U.S. Department of State who is responsible for receiving returns of excess per diem.³²

55. There is substantial reason to believe that Representative Hastings had excess per diem for certain CODELs and he did not return per diem, even when there were procedures in place for him to return the per diem.

56. Although, the available evidence does not establish the exact amount of actual expenses for Representative Hastings's CODELs, after estimating meal and incidental expenses, there is substantial reason to believe that Representative Hastings retained excess per diem from the following CODELs:

Summary of Estimated Excess Per Diem				
CODEL	DATE	M&IE Per Diem³³	Estimated Expenses³⁴	Estimated Excess Per Diem
CODEL Hastings to Denmark	Apr 12 to Apr 15, 2008	\$696.00	≅ \$568.00	≅ \$128.00
CODEL Hastings to Denmark, Russia, Finland, and Austria	May 23 to May 31, 2008	\$1,429.00	≅ \$1,162.00	≅ \$267.00
CODEL Hastings to United Kingdom, Kazakhstan, Pakistan, and Italy	Jun 28 to Jul 3, 2008	\$1,108.00	≅ \$649.00	≅ \$459.00
CODEL Hastings to London and CODEL Cardin to Austria	Feb 15 to Feb 21, 2009	\$1,140.00	≅ \$654.00	≅ \$486.00
CODEL Hastings to Portugal	Apr 18 to Apr 20, 2009	\$462.00	≅ \$301.00	≅ \$161.00
CODEL Hastings to Ireland	May 25 to May 29, 2009	\$872.00	≅ \$665.00	≅ \$207.00
CODEL Hastings to Albania and CODEL Cardin to Lithuania	Jun 26 to Jul 3, 2009	\$734.00	≅ \$381.00	≅ \$353.00
CODEL Cardin to Greece	Oct 9 to Oct 12, 2009	\$606.00	≅ \$261.00	≅ \$345.00
CODEL Cardin to Austria	Feb 12 to Feb 20, 2010	\$654.00	≅ \$249.00	≅ \$405.00
Total		\$7,701.00	≅ \$4,890.00	≅ \$2,811.00

³² *Id.* at 10–7960_0005.

³³ M&IE Per Diem calculated using travel itineraries; the monthly per diem rates established by the Office of Allowances, United States Department of State; and where applicable, travel vouchers and travel authorization letters.

³⁴ Estimated expenses were calculated using the “Allocation of M&IE Rates to be Used in Making Deductions from the M&IE Allowance,” which lists the amount of per diem expected to be allocated for breakfast, lunch, dinner, and incidentals. 41 C.F.R. ch. 301 App. B.

1. CODEL HASTINGS (APR 2008)

57. During CODEL Hastings to Denmark Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$696.00.³⁵

58. According to the CODEL itinerary, at least two meals appear to have been provided at no cost to the Representatives who attended the CODEL.³⁶

59. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.³⁷

60. The estimated amount of meals and incidental expenses is \$568.00.

61. Accordingly, the estimated excess per diem is \$ 128.00

Codel Hastings to Denmark (April 12 to April 15, 2008)				
Meals & Incidentals	Apr 12	Apr 13	Apr 14	Apr 15
Breakfast	≅ \$35	≅ \$35	Hosted	\$0.00
Lunch	≅ \$58	≅ \$58	≅ \$58	---
Dinner	≅ \$93	Hosted	≅ \$93	---
Incidentals	≅ \$46	≅ \$46	≅ \$46	\$0.00
M&IE Received				\$696.00
Estimated for Additional M&IE				≅ \$568.00
Estimated Excess Per Diem				≅ \$128.00

62. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (Apr 2008) that he did not return to the U.S. Treasury.

2. CODEL HASTINGS (MAY 2008)

63. During CODEL Hastings to Denmark, Russia, Finland, and Austria, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$1,429.00.³⁸

64. According to the CODEL itinerary, at least four meals appear to have been provided at no cost to the Representatives who attended the CODEL.³⁹

³⁵ See Itinerary for CODEL Hastings (April 12 to April 15, 2009) (Exhibit 9 at 10-7960_0051-0052); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

³⁶ Itinerary for CODEL Hastings (April 12 to April 15, 2009) (Exhibit 9 at 10-7960_0051-0052)

³⁷ 41 C.F.R. ch. 301 App. B.

³⁸ See Itinerary for CODEL Hastings (May 23 to May 31, 2008) (Exhibit 10 at 10-7960_0054-0057); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

³⁹ Itinerary for CODEL Hastings (May 23 to May 31, 2008) (Exhibit 10 at 10-7960_0054-0057).

65. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁴⁰

66. The estimated amount of meals and incidental expenses is \$1,162.00.

67. Accordingly, the estimated excess per diem is \$267.00.

Codell Hastings to Denmark, Russia, Finland, and Austria (May 23 to May 31, 2008)								
Meals & Incidentals	May 24	May 25	May 26	May 27	May 28	May 29	May 30	May 31
Breakfast	≅ \$35	≅ \$24	≅ \$24	≅ \$32	≅ \$33	≅ \$33	≅ \$33	\$0.00
Lunch	≅ \$58	≅ \$40	Hosted	Hosted	≅ \$55	≅ \$55	≅ \$55	---
Dinner	≅ \$93	≅ \$65	≅ \$65	Hosted	≅ \$89	≅ \$89	Hosted	---
Incidentals	≅ \$46	≅ \$32	≅ \$32	≅ \$42	≅ \$44	≅ \$44	≅ \$44	\$0.00
M&IE Received								\$1,429.00
Estimated for Additional M&IE								≅ \$1,162.00
Estimated Excess Per Diem								≅ \$267.00

68. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (May 2008) that he did not return to the U.S. Treasury.

3. CODEL HASTINGS (JUN 2008)

69. During CODEL Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$1,108.00.⁴¹

70. According to the CODEL itinerary, at least eight meals appear to have been provided at no cost to the Representatives who attended the CODEL.⁴²

71. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁴³

72. The estimated amount of meals and incidental expenses is \$649.00.

⁴⁰ 41 C.F.R. ch. 301 App. B.

⁴¹ See Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 11 at 10-7960_0058-0067); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁴² Itinerary for CODEL Hastings (June 28 to July 3, 2008) (Exhibit 11 at 10-7960_0058-0067).

⁴³ 41 C.F.R. ch. 301 App. B.

73. Accordingly, the estimated excess per diem is \$459.00.

Codel Hastings to the United Kingdom, Kazakhstan, Pakistan, and Italy (June 28 to July 3, 2008)							
Meals & Incidentals	Jun 27	Jun 28	Jun 29	Jun 30	Jul 1	Jul 2	Jul 3
Breakfast	≅ \$35	≅ \$24	Hosted	Hosted	Hosted	≅ \$19	\$0.00
Lunch	≅ \$58	≅ \$39	≅ \$39	Hosted	Hosted	≅ \$32	---
Dinner	≅ \$92	≅ \$63	Hosted	Hosted	Hosted	≅ \$52	---
Incidentals	≅ \$46	≅ \$31	≅ \$31	≅ \$31	≅ \$31	≅ \$26	\$0.00
M&IE Received							\$1108.00
Estimated M&IE							≅ \$649.00
Estimated Excess Per Diem							≅ \$459.00

74. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (Jun 2008) that he did not return to the U.S. Treasury.

4. CODELS HASTINGS AND CARDIN (FEB 2009)

75. During to CODEL Hastings and CODEL Cardin to London and Austria from February 15 to 21, 2009, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$1,140.00.⁴⁴

76. According to the CODELs' itineraries, at least eleven meals appear to have been provided at no cost to the Representatives who attended the CODELs.⁴⁵

77. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁴⁶

78. The estimated amount of meals and incidental expenses is \$654.00.

⁴⁴ See Itinerary for CODEL Hastings (February 15 to February 21, 2009) (Exhibit 12 at 10-7960 0069-0077); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁴⁵ Itinerary for CODEL Hastings (February 15 to February 21, 2009) (Exhibit 12 at 10-7960 0069-0077).

⁴⁶ 41 C.F.R. ch. 301 App. B.

79. Accordingly, the estimated excess per diem is \$486.00.

Codel Hastings to the United Kingdom and Codel Cardin to Austria (February 15 to February 21, 2009)							
Meals & Incidentals	Feb 15	Feb 16	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21
Breakfast	≅ \$27	Hosted	Hosted	≅ \$30	Hosted	Hosted	Hosted
Lunch	≅ \$45	Hosted	Hosted	≅ \$50	Hosted	≅ \$50	---
Dinner	≅ \$72	Hosted	≅ \$72	≅ \$80	Hosted	Hosted	---
Incidentals	≅ \$36	≅ \$36	≅ \$36	≅ \$40	≅ \$40	≅ \$40	\$0.00
M&IE Received							\$1140.00
Estimated M&IE							≅ \$654.00
Estimated Excess Per Diem							≅ \$486.00

80. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings and Cardin (Feb 2009) that he did not return to the U.S. Treasury.

5. CODEL HASTINGS (APR 2009)

81. During CODEL Hastings to Portugal, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$462.00.⁴⁷

82. According to the CODEL itinerary, at least three meals appear to have been provided at no cost to the Representatives who attended the CODEL.⁴⁸

83. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁴⁹

84. The estimated amount of meals and incidental expenses is \$301.00.

⁴⁷ See Itinerary for CODEL Hastings (April 18 to April 20, 2009) (Exhibit 13 at 10-7960_0079-0080); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁴⁸ Itinerary for CODEL Hastings (April 18 to April 20, 2009) (Exhibit 13 at 10-7960_0079-0080).

⁴⁹ 41 C.F.R. ch. 301 App. B.

85. Accordingly, the estimated excess per diem is \$161.00.

Codel Hastings to Portugal (April 18 to April 20, 2009)				
Meals & Incidentals	Apr 18	Apr 19	Apr 20	Apr 21
Breakfast	≅ \$23	≅ \$23	≅ \$23	\$0.00
Lunch	≅ \$39	≅ \$39	Hosted	---
Dinner	≅ \$61	Hosted	Hosted	---
Incidentals	≅ \$31	≅ \$31	≅ \$31	\$0.00
M&IE Received				\$462.00
Estimated for Additional M&IE				≅ \$301.00
Estimated Excess Per Diem				≅ \$161.00

86. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (Apr 2009) that he did not return to the U.S. Treasury.

6. CODEL HASTINGS (MAY 2009)

87. During CODEL Hastings to Ireland, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$872.00.⁵⁰

88. According to the CODEL itinerary, at least three meals appear to have been provided at no cost to the Representatives who attended the CODEL.⁵¹

89. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁵²

90. The estimated amount of meals and incidental expenses is \$665.00.

⁵⁰ See Itinerary for CODEL Hastings (May 25 to May 29, 2009) (Exhibit 14 at 10-7960_0082-0089); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁵¹ Itinerary for CODEL Hastings (May 25 to May 29, 2009) (Exhibit 14 at 10-7960_0082-0089).

⁵² 41 C.F.R. ch. 301 App. B.

91. Accordingly, the estimated excess per diem is \$207.00.

Codel Hastings to Ireland (May 25 to May 29, 2009)					
Meals & Incidentals	May 25	May 26	May 27	May 28	May 29
Breakfast	≅ \$33	≅ \$33	≅ \$33	Hosted	\$0.00
Lunch	≅ \$55	≅ \$55	≅ \$55	≅ \$55	---
Dinner	≅ \$87	≅ \$87	Hosted	Hosted	---
Incidentals	≅ \$43	≅ \$43	≅ \$43	≅ \$43	\$0.00
M&IE Received					\$872.00
Estimated M&IE					≅ \$665.00
Estimated Excess Per Diem					≅ \$207.00

92. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings (May 2009) that he did not return to the U.S. Treasury.

7. CODEL HASTINGS (JULY 2009)

93. During CODEL Hastings to Albania and CODEL Cardin to Lithuania from June 26 to July 3, 2009, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$734.00.⁵³

94. According to the CODELS' itineraries, at least fourteen meals appear to have been provided at no cost to the Representatives who attended the CODELS.⁵⁴

95. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁵⁵

96. The estimated amount of meals and incidental expenses is \$381.00.

⁵³ See Itinerary for CODEL Hastings (June 26 to July 3, 2009) (Exhibit 15 at 10-7960_0091-0100); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁵⁴ Itinerary for CODEL Hastings (June 26 to July 3, 2009) (Exhibit 15 at 10-7960_0091-0100).

⁵⁵ 41 C.F.R. ch. 301 App. B.

97. Accordingly, the estimated excess per diem is \$353.00.

Codel Hastings to Albania and Codel Cardin to Lithuania (June 26 to July 3, 2009)								
Meals & Incidentals	Jun 26	Jun 27	Jun 28	Jun 29	Jun 30	Jul 1	Jul 2	Jul 3
Breakfast	≅\$15	Hosted						
Lunch	≅\$25	Hosted	≅\$25	≅\$27	Hosted	Hosted	≅\$27	---
Dinner	≅\$39	≅\$39	≅\$39	Hosted	Hosted	Hosted	Hosted	---
Incidentals	≅\$19	≅\$19	≅\$19	≅\$22	≅\$22	≅\$22	≅\$22	\$0.00
M&IE Received								\$734.00
Estimated for Additional M&IE								≅ \$381.00
Estimated Excess Per Diem								≅ \$353.00

98. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Hastings and CODEL Cardin (Jun 2009) that he did not return to the U.S. Treasury.

8. CODEL CARDIN (OCT 2009)

99. During CODEL Cardin to Greece, Representative Hastings received an enhanced per diem for meals and incidental expenses in the amount of \$606.00.⁵⁶

100. According to the CODEL itinerary, at least five meals appear to have been provided at no cost to the Representatives who attended the CODEL.⁵⁷

101. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁵⁸

102. The estimated amount of meals and incidental expenses is \$261.00.

⁵⁶ See Itinerary for CODEL Cardin (October 9 to October 12, 2009) (Exhibit 16 at 10-7960_0102-0107); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁵⁷ Itinerary for CODEL Cardin (October 9 to October 12, 2009) (Exhibit 16 at 10-7960_0102-0107).

⁵⁸ 41 C.F.R. ch. 301 App. B.

103. Accordingly, the estimated excess per diem is \$345.00.

Codel Cardin to Greece (October 9 to October 12, 2009)				
Meals & Incidentals	DOct 9	Oct 10	Oct 11	Oct 12
Breakfast	≅ \$30	≅ \$30	≅ \$30	\$0.00
Lunch	Hosted	≅ \$51	Hosted	---
Dinner	Hosted	Hosted	Hosted	---
Incidentals	≅ \$40	≅ \$40	≅ \$40	\$0.00
M&IE Received				\$606.00
Estimated for Additional M&IE				≅ \$261.00
Estimated Excess Per Diem				≅ \$345.00

104. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Cardin (Oct 2009) that he did not return to the U.S. Treasury.

9. CODEL CARDIN (FEB 2010)

105. During CODEL to Austria, Representative Hastings received per diem for meals and incidental expenses in the amount of \$654.00.⁵⁹

106. According to the CODEL itinerary, at least eight meals appear to have been provided at no cost to the Representatives who attended the CODEL.⁶⁰

107. Representative Hastings' meal and incidental expenses that were incurred are estimated based on the Federal Travel Regulations allocation formula.⁶¹

108. The estimated amount of meals and incidental expenses is \$249.00.

⁵⁹ See Itinerary for CODEL Cardin (February 12 to February 20, 2010) (Exhibit 17 at 10-7960 0109-0120); monthly per diem rates established by the Office of Allowances, United States Department of State <available at http://aoprals.state.gov/web920/per_diem.asp>.

⁶⁰ Itinerary for CODEL Cardin (February 12 to February 20, 2010) (Exhibit 17 at 10-7960 0109-0120).

⁶¹ 41 C.F.R. ch. 301 App. B.

109. Accordingly, the estimated excess per diem is \$405.00.

Codel Cardin to Austria (February 12 to February 20, 2010)				
Meals & Incidentals	Feb 17	Feb 18	Feb 19	Feb 20
Breakfast	≅ \$33	Hosted	Hosted	Hosted
Lunch	Hosted	Hosted	Hosted	---
Dinner	≅ \$87	Hosted	Hosted	---
Incidentals	≅ \$43	≅ \$43	≅ \$43	\$0.00
M&IE Received				\$654.00
Estimated for Additional M&IE				≅ \$249.00
Estimated Excess Per Diem				≅ \$405.00

110. There is substantial reason to believe that Representative Hastings had excess per diem for CODEL Cardin (Feb 2010) that he did not return to the U.S. Treasury.

III. CONCLUSION

111. Pursuant to House Rule 10, clause 8, House Members imposed on themselves a restriction on the use of per diem for foreign travel. Specifically, House Members and staff may receive reimbursement for expenses that is *the lesser of*: (1) the applicable per diem; or (2) actual expenses.

112. Pursuant to House Rule 23, clause 2, House Members must adhere to the spirit and the letter of the rules. Accordingly, House Rule 10, clause 8, requires the return to the U.S. Treasury of any per diem that a Member receives that is in excess of the Member's actual expenses.

113. Pursuant to House Rule 23, clause 1, House Members must conduct themselves at all times in a manner that shall reflect credibility on the House. Representative Hastings's public statements indicate that he may have retained excess per diem. As a result, if there is a violation, it implicates House Rule 23, clause 1 because it may be considered flagrant.⁶²

114. Based on the information available to the OCE during this Review, Representative Hastings's meals and incidental expenses were less than the per diem he received to cover these expenses during the following CODELs: CODEL Hastings (April 2008); CODEL Hastings (May 2008); CODEL Hastings (June 2008); CODEL Hastings (February 2009); CODEL Hastings (April 2009); CODEL Hastings (May 2009); CODEL Hastings (June 2009); CODEL Cardin (October 2009); and CODEL Cardin (February 2010).

115. Based on the information available to the OCE during this Review, Representative Hastings did not return any excess per diem for meal and incidental expenses. Therefore, there is substan-

⁶² House Ethics Manual (2008) at 13.

tial reason to believe that he may have violated House Rule 10, clause 8; House Rule 23, clauses 1 and 2.

116. For these reasons, the Board recommends that the Committee on Standards of Official Conduct further Review the above described allegations concerning Representative Hastings.

IV. INFORMATION THE OCE WAS UNABLE TO OBTAIN

117. The OCE requested information from the U.S. Department of State concerning letters of authorization for certain CODELs and records of Representative Hastings returning excess per diem. The U.S. Department of State was cooperative with retrieving the information but was unable to acquire proper authorization to release the documents to the OCE before the end of this Review.

118. The OCE requested information from the U.S. Air Force Congressional Liaison Office concerning meal and other expenses incurred on behalf of Representative Hastings and reimbursed by Representative Hastings. The U.S. Air Force Congressional Liaison Office was cooperative with discussing the information with OCE staff but was unable to acquire proper authorization to release the documents to the OCE before the end of this Review.

EXHIBIT 1

May 13, 2010

The Honorable Ike Skelton, Chairman
House Committee on Armed Services
2121 Rayburn HOB
Washington, D.C. 20515

Dear Mr. Chairman:

Following our recent conversation at the Chairmen's meeting, I would like to provide you with the following restatement of rules concerning the authorization by Chairmen of travel by Members and staff:

- A Member of the committee seeking authorization to travel for oversight purposes must do so in writing to the Chairman. An itinerary of the proposed trip must be included, as well as a statement describing the purpose of the travel. Should commercial travel be contemplated, the estimated cost of airline tickets as provided by CATO must also be included;
- For all Members and staff, international or domestic official travel via commercial air may only be booked in coach/economy class consistent with Executive Branch guidelines. Requests for exceptions to this policy due to special circumstances should be submitted in writing to the Office of Interparliamentary Affairs prior to commencement of the travel. As a general rule, business-class accommodations will only be authorized if the scheduled flight time is in excess of 14 hours, consistent with rules established by the Departments of Defense and State;
- Any per diem provided to Members or staff is intended to be expended only for official purposes related to the trip. Excess funds are to be returned to the Treasury;
- Requests for enhanced per diem must explain the justification for the request and must be submitted by the Member leading the delegation to the Office of Interparliamentary Affairs prior to departure. Executive Branch guidelines will apply to enhanced per diem;
- Foreign travel should be authorized only when it is necessary to facilitate the work of the Committee;

- Chairmen may authorize travel only for Members and staff of their committee. Spouses of Members may travel when necessary for protocol purposes only and at no cost to the federal government. Staff support for travel must be requested with the authorization to travel, and staff support must be provided by committee staff only. Personal staff is not authorized to travel and should not be added to Committee staff for the primary purpose of qualifying for status as Committee employees;
- If a Member of the committee does not have a spouse, an adult child (18 years of age and older) of the Member may be authorized to travel when necessary for protocol purposes only and on the same basis as a spouse.
- If a Member of the committee has a spouse, but the spouse is unavailable for travel, authorization for an adult child (18 years of age and older) of the Member to travel with the Member may be given on the same basis as a spouse.
- Per Department of Defense policy, committee or leadership letters requesting additional travelers should contain the travelers name and specify their relationship (spouse, adult child) to the Member they are accompanying;
- All travel must be led by a Majority party Member of the committee and efforts to ensure that the travel is bipartisan must be documented;
- The availability of Department of Defense aircraft to support congressional travel is extremely limited. A bipartisan, minimum number of Members, varying by the type of aircraft assigned, will be required. Requests for Department of Defense aircraft must be made through the Office of Interparliamentary Affairs. Committees should not contact the Department of Defense directly;
- Member travel is to be conducted only during times when the House is not in session and is not to interfere with representational responsibilities; and
- Committees must file, on a quarterly basis with the Clerk of the House, reports disclosing all expenditures for travel and the purpose of those expenditures.

Please contact the Office of Interparliamentary Affairs at ext. 6-████ with any questions or concerns. The staff is available to provide guidance regarding travel matters.

Thank you for your attention to this matter.

best regards,

NANCY PELOSI
Speaker of the House

EXHIBIT 2

CONFIDENTIAL

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: Commission on Security and Cooperation in Europe Office Manager
 REVIEW Nos.: 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483
 DATE: June 3, 2010
 LOCATION: Office of Congressional Ethics
 425 3rd Street, SW
 Washington, DC 20515
 TIME: 3:30 p.m. to 4:10 p.m. (approximately)
 PARTICIPANTS: Kedric L. Payne
 Elizabeth A. Horton
 Marlene M. Kaufman, General Counsel, Commission on Security and
 Cooperation in Europe

SUMMARY: The Commission on Security and Cooperation in Europe ("CSCE") Office Manager was interviewed pursuant to Review Nos. 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483. We requested an interview with the CSCE Office Manager (the "witness") and he consented to an interview. The witness made the following statements in response to our questioning:

1. The witness was given an 18 U.S.C. § 1001 warning and consented to an interview. He signed a written acknowledgement of the warning, which will be placed in the case file in this review.
2. As the CSCE Office Manager, the witness is the trip coordinator. His duties include preparing authorization letters for travel, working with Congressional Travel Office of the U.S. Department of State, and corresponding with the relevant U.S. Embassies.
3. He also prepared and filed the foreign travel disclosure reports with the Clerk of the House of Representatives following CODELS. Information in these reports included the House Members who traveled, dates of travel, and countries visited.
4. In addition, the reports include information on the amount of per diem received and if excess per diem was returned.
5. The witness collected checks payable to the U.S. Treasury from anyone returning per diem and he gave the checks to the U.S. Department of State.

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6. He provided the checks to the individual in the U.S. Department of State who was responsible for collecting returned per diem. He identified this person as Constance Austin.
7. The witness explained that enhanced per diem, as much as an additional \$50 per day, was provided to those traveling, if requested by a Member in an authorization letter. Such requests are typically approved. Out of the various Congressional Delegations ("CODELS") and Staff Delegations ("STAFFDELS") where he has been involved, the witness estimated that less than half had an enhanced per diem.
8. The witness believes that the per diem is to be used by Members for their official expenses, such as meals and incidentals. Examples of incidentals are cabs from the airport to the hotel.
9. The witness does not provide any guidance to Members on how to use per diem. Although, his personal reading of the law is that it does not specifically state that unused per diem should be returned, he does not give any guidance to Members or staff about a requirement to return per diem.
10. House Members and staff return unused per diem. He roughly estimated that 35% or 40% returned unused per diem.
11. For CODEL Cardin to Kazakhstan, Italy, and the United Kingdom from June 27 to July 3, 2008, he does not believe that any House Members or staff returned any unused per diem.
12. For CODEL Hastings to Bosnia and Herzegovina, and Lithuania from June 26 to July 3, 2009, the witness does not believe that any House Members or staff returned any unused per diem.

I certify that this memorandum contains all pertinent matter discussed with the witness on June 3, 2010.

Kedric L. Payne
Investigative Counsel

EXHIBIT 3

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Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: House Committee on Foreign Affairs Travel Coordinator
 REVIEW No.: 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483
 DATE: June 2, 2010
 LOCATION: 2170 Rayburn HOB
 Washington, DC 20515
 TIME: 2:00 p.m. to 2:45 p.m. (approximately)
 PARTICIPANTS: Kedric L. Payne
 Elizabeth A. Horton
 Daniel Silverberg, Senior Deputy Counsel, House Committee on Foreign
 Affairs

SUMMARY: The Travel Coordinator for the House Committee on Foreign Affairs (the "witness") was interviewed pursuant to Review Nos. 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483. We requested an interview with the witness and she consented to an interview. The witness made the following statements in response to our questioning:

1. The witness was given an 18 U.S.C. § 1001 warning and consented to an interview. She signed a written acknowledgement of the warning, which will be placed in the case file in this review.
2. The witness has been the Travel Coordinator for the Committee for approximately one year and two months.
3. Prior to her employment with the Committee, she was an intern with the Committee.
4. As Travel Coordinator, she is a liaison between the United States Department of State ("State Department") Travel Office and the Committee. She handles correspondence to the relevant U.S. Embassies. She also creates post-trip travel reports.
5. There are two reporting requirements. First, reports are created within fourteen days that a Member of Congress or staff returns from a trip. The report includes lodging receipts and per diem receipts. Second, quarterly travel reports are filed with the Clerk of the House of Representatives.
6. Prior to Speaker Nancy Pelosi's restatement of the travel rooms in May 2010, the Committee always requested enhanced per diem for Member travel. Enhanced per diem is now approved by the Inter-Parliamentary Affairs Office.

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7. The Committee does not provide written or oral guidance to Members of Congress about how per diem should be used. The witness believes that it is understood among Members that per diem is for meals and incidental expenses, such as transportation. She also believes that it is understood that per diem is not to be used for gifts and souvenirs.
8. The witness based her understanding of the use of per diem on information that the State Department published on its website.
9. After returning from foreign travel, Members and staff are to provide her with all hotel receipts, per diem receipts, and checks to the U.S. Treasury for any unused per diem. The witness emails Members and staff to request this information from Members and staff.
10. Prior to foreign trip, she sends an email to those who are traveling who may not be familiar with the information that she will need following the trip. The email explains that she will need hotel receipts, per diem receipts, and checks to the U.S. Treasury for any unused per diem. However, most Members who travel are familiar with what is required after a trip and therefore she does not send them an email.
11. Any checks from Members or staff to the U.S. Treasury for unused per diem was retained in the Committee files. Therefore, if no such checks were produced in response to the OCE's Request for Information about CODEL Engel, it is reasonable to conclude that no such checks exist.
12. The report that is completed by Members for the Committee after they return from foreign travel is called a Form 11C. Form 11C notes the amount of per diem that the Member received and if any unused per diem was returned.
13. The witness explained that after CODEL Engel in February 2009, Congressman Eliot L. Engel Form submitted the 11C form twice. The first form was dated March 1, 2009 (HFAC 0024), but was amended by a form dated October 1, 2009 (HFAC 0115). The amount of per diem issued for travel to Jamaica was changed in the second form.
14. The witness explained that the Form 11C is the form that is received within 14 days after the Member has returned from the trip. This Form is used to complete the quarterly travel report that is sent to the Clerk of the House.
15. The per diem amount that was listed in the quarterly report is equal to the amount of the per diem issued to a Member or staff minus the amount of unused per diem returned.
16. The witness estimated that approximately 50% of travelers returned unused per diem. She also notes that staff usually returns per diem at a higher rate than Members.

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17. With respect to Representative Engel's letter to Chairman Howard Berman, dated February 12, 2009, requesting representational funds for several receptions (HFAC 0007), the witness states that such requests are rare and happen less than 10% of the time.

This memorandum was prepared on June 9, 2010, based on the notes that the OCE staff prepared during the interview with the witness on June 2, 2010. I certify that this memorandum contains all pertinent matter discussed with the witness on June 2, 2010.

Kedric L. Payne
Investigative Counsel

EXHIBIT 4

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Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
 UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: House Committee on Armed Services Travel Coordinator
 REVIEW Nos.: 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483
 DATE: June 8, 2010
 LOCATION: 2117A Rayburn HOB
 Washington, DC 20515
 TIME: 11:00 a.m. to 11:40 (approximately)
 PARTICIPANTS: Kedric L. Payne
 Elizabeth A. Horton
 Paul Lewis, General Counsel, House Committee on Armed Services

SUMMARY: The House Committee on Armed Services Travel Coordinator (the “witness”) was interviewed pursuant to Review Nos. 10-0754; 10-1170; 10-5477; 10-6264; 10-7960; and 10-8483. We requested an interview with the witness and she consented to an interview. The witness made the following statements in response to our questioning:

1. The witness was given an 18 U.S.C. § 1001 warning and consented to an interview. She signed a written acknowledgement of the warning, which will be placed in the case file in this review.
2. The witness has been a Professional Staff member with the Committee since February of 2005.
3. Prior to her employment with the Committee, she worked in the personal office of Representative Hefley from 2001-2005.
4. Prior to working for Representative Hefley, she worked as a Staff Assistant with the Committee from 1995 – 2001.
5. As a Professional Staff member, she handles all financial and human resource issues, including payroll benefits as well as domestic and foreign travel matters.
6. She handles all correspondence related to travel, she generates/processes letters of authorization for the Committee, and prepares quarterly travel reports tracking per diem.
7. She keeps everything related to travel in individual files.

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8. She vets all trips, determining the purpose of the trip and who will be traveling.
9. If the trip is for foreign travel, she drafts a letter to the State Department and if the trip is domestic, she drafts a letter to the Department of Defense.
10. Travel must be bi-partisan.
11. The authorization letters are signed by the Chair of the Committee.
12. Once the trip is authorized, the State Department will release per diem funds for the travel. There is no per diem issued for domestic travel.
13. The escort officers help generate the itinerary for trips and normally issue the per diem to Members once they reach their destination. Occasionally, the per diem was issued prior to the trip.
14. Members must sign for the per diem. Receipts for per diem are required to be turned in to her at the end of the trip.
15. Staff may collect per diem and lodging receipts for the Member and submit them to her. She also gets information regarding lodging and per diem amounts from the State Department.
16. All receipts for per diem must be accounted for in the quarterly travel reports she prepared.
17. Often, she had to call Member offices and the State Department for missing receipts. She stated that collecting receipts was like "herding cats".
18. Members are not required to submit receipts for meals and incidentals. It is up to the individual Member as to how the per diem for meals and incidental expenses are spent.
19. In many instances the cost of the hotel accommodations are higher than the allotted cost and, therefore, will be paid for directly by the State Department.
20. Members are highly encouraged to give any unused per diem back to the U.S. Treasury.
21. Members do not receive any formal guidance on per diem use; any guidance is by word of mouth.
22. The meals and incidental expenses (M&IE) is to be used for meals, lost luggage, medicine, toiletries, laundry, entry fees, etc.
23. She is not aware if Members spend the per diem on souvenirs because they are not required to submit receipts for the M&IE items.

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24. According to the witness, Members spend the per diem on what they want.
25. She has never been asked to define “incidentals” to a Member. She considers incidentals to include lost luggage, medicine, and toiletries.
26. She provided the Members with a breakdown of the itinerary for each country visited, which included the dates of travel in each country along with the amount of per diem issued for each country.
27. She requested that any unused per diem be attributed to the country for which the per diem was issued.
28. The Committee does not authorize enhanced per diems. The practiced was stopped four years ago.
29. Enhanced per diem was generally for hotel costs that are higher than the government rate.
30. She always asked for the enhanced per diem to be returned if it was not spent on the lodging fee.
31. Because most trips have hostel costs that exceed the government rate, the lodging for the trips are paid by the State Department.
32. If a Member spends more than the per diem and has kept receipts of all expenditures, the Member can seek additional reimbursement from the State Department.
33. She has not had a Member seek additional reimbursement in the past four years.
34. She does not require Members to submit any receipts for the allotted per diem. It is up to the individual Member as to how the per diem is spent.
35. Members are highly encouraged by “word-of-mouth” to return any unused per diem. There is no formalized guidance regarding unused per diem.
36. She is not aware if any Members spend their per diem on souvenirs.
37. For travel to Iraq, Members are not given per diem because they eat in the mess. Meetings for such trips are not listed on any itinerary because they are a close hold. A Member may be able to go to McDonald’s.
38. All trips to areas of operation are unique.
39. Escort officers will prepare per diem reports for her at times. Not all of the services have the same process. The Marines for instance are very efficient.

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40. The reports she creates that are required to be filed with the Clerk are broken down by Member.

41. If any per diem is returned, she makes a copy of the check and includes it in her files.

This memorandum was prepared on July 19, 2010, based on the notes that the OCE staff prepared during the interview with the witness on June 8, 2010. I certify that this memorandum contains all pertinent matter discussed with the witness on June 8, 2010.

Elizabeth Horton
Investigative Counsel

EXHIBIT 5

THE RESOURCES YOU NEED

ETF RESEARCH ETF TOOLS NEW FUND IDEAS ETF EXPERT INSIGHTS

TALK TO CRUCR

SCHWAB

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THE WALL STREET JOURNAL
WSJ.com

POLITICS MARCH 2, 2010

Lawmakers Keep the Change

Cash Left Over From Official Trips Overseas Is Often Used for Personal Expenses

By BRODY MULLINS And T.W. FARNAM

When lawmakers travel overseas on official business they are given up to \$250 a day in taxpayer funds to cover meals and expenses. Congressional rules say they must return any leftover cash to the government.

They usually don't.



Associated Press

From left, Reps. Alcee Hastings, Eliot Engel and Solomon P. Ortiz, and U.S. Ambassador William Brownfield, in Rio Negro, Colombia, in 2008.

According to interviews with 20 current and former members of Congress, lawmakers use the excess cash for shopping or to defray spouses' travel expenses. Sometimes they give it away; sometimes they pocket it. Many lawmakers said they didn't know the rules demand repayment.

"If that was the policy, you could never get many members traveling," said Rep. Solomon Ortiz, a Texas Democrat. Mr. Ortiz said he had never returned any money.

"There's a tacit understanding that if lawmakers don't spend the money, they get to keep it," said Rep. Sue Kelly, a New York Republican who was defeated in 2006.

Former Rep. Tom Davis, a Virginia Republican, said lawmakers often used leftover money "for shopping or to buy souvenirs to bring back to constituents. That's fairly standard."

Rep. Joe Wilson (R., S.C.) said he once bought marble goblets in the Kabul airport as gifts for constituents. Rep. Mark Souder (R., Ind.) said he dipped into his funds to buy a \$200 painting of an estuary in Turkey, which hung in his office for a while and was now in his house.

Lawmakers who said they sometimes keep excess funds said the amounts were small. "I won't deny that sometimes I have a little left, but it's not much—maybe 80, 90, or 100 dollars," said Rep. G.K. Butterfield (D., N.C.).

Congress has no system for tracking how the cash payments, called per diems, are being spent. Lawmakers aren't required to keep receipts and there are no public records.

In the past two years, hundreds of lawmakers spent a total of 5,300 days visiting 130 foreign countries on taxpayer-funded trips, according to congressional travel records.

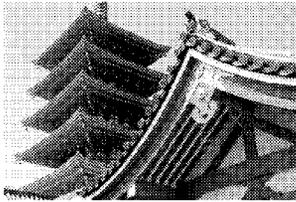
House lawmakers received between \$375,000 and \$625,000 in per diem cash over that period, according to a Wall Street Journal estimate based on per diem rates and congressional travel disclosures. There's no documentation for how those funds were spent. Estimates for Senate travel couldn't be calculated.

"You are all concerned about nickels and dimes, and I'm not," said Rep. Alcee Hastings (D., Fla.). "You know, in a taxicab in Kazakhstan, I don't have time to get a receipt—I don't speak Kazakh."

In a subsequent interview, Mr. Hastings said he had time to gather receipts, but didn't.

Travel Allowances for Selected Cities

Tokyo: \$214 a Day



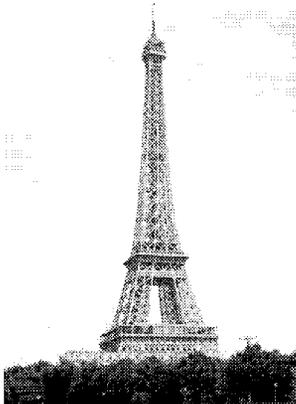
Zuma Press

Mr. Hastings said he sometimes used the extra taxpayer money to buy gifts, meals or drinks for military pilots, security officials and interpreters who travel with him. On a trip earlier this year to the Middle East, Mr. Hastings gave \$100 to an Iraqi refugee, he said.

"I'm a generous spirit and a courteous spirit," Mr. Hastings said. "I stand accused."

Some lawmakers are assiduous about returning surplus cash. Sen. Arlen Specter, a Pennsylvania Democrat, has returned to the U.S. Treasury about \$8,500 of the \$25,000 he was given for 11 trips since August 2005, according to documents provided by his office.

Paris: \$178 a Day



Bloomberg News

The per diem program is administered by the State Department. According to department officials and publications, when lawmakers arrive in a foreign country, U.S. government officials give them an envelope with cash in the local currency. The total stipend is set by the State Department based on surveys of local prices. It is meant to cover three meals and incidental expenses, which federal travel regulations say include transportation and tips for baggage handling and other services.

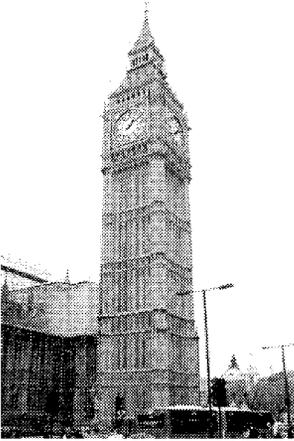
The amounts range from \$28 a day in Kabul to more than \$250 a day in Awashima, Japan.

When lawmakers leave the country, U.S. government officials generally meet them to convert any leftover foreign currency back into U.S. dollars.

Many of the lawmakers' daily expenses are picked up by U.S. embassies, foreign governments or military liaisons, according to travel documents and interviews.

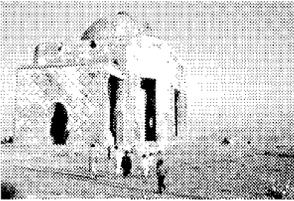
House and Senate rules say per diems can be used only for legitimate travel expenses. Any leftover money must be returned. The cash is for lawmakers, not their spouses.

London: \$114 a Day



Zuma Press

Kabul: \$28 a Day



Getty Images

Lawmakers can request an extra \$50 a day if they believe the allowance is insufficient.

"The extra money and the plus-ups are really for the spouses," said Mr. Souder, the Indiana Republican.

Last summer, a dozen lawmakers of both parties flew to Lithuania to a conference of the Helsinki Commission, an independent U.S. government agency made up of members of Congress and others that was born during the Cold War to promote democracy, security and human rights. The lawmakers were given \$941 each in local currency to cover expenses for the six-day trip, said one attendee, Sen. Richard Durbin (D., Ill.).

When they got home, Mr. Durbin returned \$401.08 to the Treasury, according to documents provided by his office. Sen. Benjamin Cardin (D., Md.) returned \$86. No one else returned any money, according to travel records for the trip and interviews with the lawmakers.

One lawmaker on the trip, Rep. Robert Aderholt (R., Ala.) said he didn't return cash. "I don't keep up with it penny for penny," he said.

Mr. Butterfield said he didn't recall if he had any leftover funds, and that he sometimes kept the extra cash.

Sen. Tom Coburn (R., Okla.) said he once tried to return surplus cash to the State Department, but "they wouldn't take it. They said, 'We don't have a way to handle that.'" Mr. Coburn said he sent a personal check to the U.S. Treasury.

Write to Brody Mullins at brody.mullins@wsj.com and T.W. Farnam at timothy.farnam@wsj.com

EXHIBIT 6

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Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

MEMORANDUM OF INTERVIEW

IN RE: Representative Alcee L. Hastings
REVIEW No.: 10-7960
DATE: April 29, 2010
LOCATION: 2353 Rayburn HOB
Washington, DC 20515
TIME: 8:10 a.m. to 9:30 a.m. (approximately)
PARTICIPANTS: Kedric L. Payne
Elizabeth A. Horton
Lale Mamaux

SUMMARY: Representative Alcee L. Hastings is a Member of the United States House of Representatives and represents the 23rd District of Florida. He was interviewed pursuant to Review No. 10-7960. The OCE requested an interview with Representative Hastings on April 29, 2010, and he consented to an interview. Representative Hastings made the following statements in response to our questioning:

1. Representative Hastings was given an 18 U.S.C. § 1001 warning and consented to an interview. He signed a written acknowledgement of the warning, which will be placed in the case file in this review.
2. Representative Hastings provided the OCE with a general description of how he receives and spends per diem during officially related foreign travel.
3. He explained that generally he receives the per diem for a trip upon arrival in the foreign destination. The per diem is received in the local foreign currency.
4. A control officer, who is an employee of the United States Department of State ("State Department"), distributes the per diem when Representative Hastings arrives at his destination. This distribution occurs in the airport or Representative Hastings' hotel.
5. Representative Hastings signs a receipt at the time that he receives the per diem. The control officer retains the original and staff for the Commission on Security and Cooperation in Europe ("CSCE") traveling on the trip retains a copy.
6. Occasionally, a control officer may not distribute the per diem to Representative Hastings upon arrival at a destination. Instead, the per diem is distributed before he arrives or after he leaves. This occurs if the destination does not have suitable resources to facilitate

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distribution of per diem. Representative Hastings believes that he did not receive per diem under these circumstances during the two-year time period relevant to this Preliminary Review (*i.e.*, March 2008 to present).

7. Representative Hastings uses the per diem that he receives for meals and incidental expenses. The relevant U.S. Embassy usually pays for his lodging expenses directly.
8. In instances where the U.S. Embassy does not pay for his lodging expenses, the per diem that he receives includes money to cover the lodging expenses. He used a personal credit card to pay for the lodging and reimbursed himself with the per diem. He never used his government travel card during foreign travel because there is a prohibition such use of the Members Representational Allowance.
9. He believes that for all of the trips that he attended during the time period from March 2008 to present, the relevant U.S. Embassy paid for the lodging expenses directly.
10. Representative Hastings characterizes "incidental" expenses as those expenses that he would customarily incur if he were on personal travel.
11. He provided numerous examples of incidental expenses that he has incurred during foreign travel, which include taxis, overweight luggage fees, laundry, and dry cleaning. He mentioned that he once used the per diem to buy clothes when his luggage did not arrive during a trip to Slovenia.
12. He uses the per diem to pay for his meals and the meals for others, including advisors and staff. He stated that although hosts may sponsor certain meals during the trips, he frequently missed or left the meals and paid for another meal with the per diem.
13. The per diem is used to tip various individuals who assist with the trips, including interpreters, drivers, security personnel, and maids.
14. He used the per diem for events that require ticket purchases, such as museums and ballets.
15. He purchased gifts with the per diem for various individuals attending the trips. For example, he takes gifts such as flowers, candy, or wine to the homes of ambassadors or other hosts. He has also purchased neckties for the pilots of a military plane on which he traveled.
16. Representative Hastings has also spent per diems on souvenirs for staff. The souvenirs generally consist of such things as baseball caps, magnets, can openers, and thimbles. He does not buy souvenirs for himself, his family, or his constituents.

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17. Prior to one trip, Representative Hastings purchased baseball caps in the United States that were customized for the trip. The caps were for the staff and Members who were going to attend the trip. He later used the per diem to reimburse himself for this expense, which was approximately \$425.00.
18. He recalls that on trips he has spent his per diems on Marines.
19. He has occasionally misplaced money from the per diem during trips.
20. When departing a country after a trip, Representative Hastings usually had leftover foreign currency. However, he is not certain of the amount of the currency that was the per diem and the amount that was his personal money.
21. He explained to the OCE that when he travels he keeps his personal money and his per diem together in his pocket and does not distinguish between the two.
22. He stated that generally his actual expenses exceed the amount of the per diem and he loses money as a result from traveling.
23. Services are provided for the conversion of foreign currency to U.S. dollars prior to his departure from a country, but this conversion does not involve the control officer.
24. He cannot estimate the approximate amount of foreign currency that he generally converted into U.S. dollars, but he does not deposit it into his bank upon his return.
25. He said that he never received any briefing or instruction from the State Department on the use of per diem. He was never asked to provide any receipts for expenses.
26. He referred the OCE to the Official Foreign Travel Guide for the U.S. Congress, which the United States Department of State Bureau of Legislative Affairs published. The Guide includes a Questions and Answer section that explains what individuals should do if they received per diem that exceeds their expenses.
27. He does not return any of the per diem to the U.S. Treasury and explained that the government actually owes him money because the per diem does not cover his travel expenses.
28. With respect to returning to the United States with foreign currency, Representative Hastings once returned with money from Tunisia valued at approximately forty dollars. He did not know that he had this money with him during the time of the trip, but later discovered it after he returned to the United States.

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29. He also returned to the United States with a coin from Dubai and approximately four Euros from Vienna.
30. Representative Hastings is familiar with the article published in the *Wall Street Journal* on March 2, 2010 entitled, "Lawmakers Keep the Change".
31. He recalls that the reporter was persistent with speaking to him, but he does not know how long that he talked to the reporter.
32. He recalls talking to the reporter in the Speaker's Lobby. On another occasion, the reporter was waiting for him at Representative Hastings' car. In addition, another reporter working on the article called Representative Hastings.
33. Representative Hastings said that the article accurately quotes him as saying "You are all concerned about nickels and dimes, and I'm not."
34. He also explained that he did say "You know, in a taxicab in Kazakhstan, I don't have time to get a receipt – I don't speak Kazakh." This statement was intended to be a joke and meant to be a reference to the film Borat. Representative Hastings has not been in a taxi in Kazakhstan.
35. The article states that Representative Hastings sometimes uses extra money to buy gifts, meals or drinks for military pilots and others. He told the OCE that he was referring to ties that he purchased for military pilots and the meals where he pays for advisors and staff.
36. Representative Hastings said that the article accurately quotes him as saying "I'm a generous spirit and a courteous spirit . . . I stand accused."
37. The quote refers to a trip to Saudi Arabia in 2010, where he attended an event organized by the Head of Catholic Bishops and others. During the event, Iraqi refugees told the audience about their struggles. One refugee described numerous tragedies that he endured and Representative Hastings presented him with a \$100 bill. He is not sure if the money was his personal money or from his per diem.
38. The OCE referred Representative Hastings to a document that he created in response to the OCE Request for Information. The document lists seventeen trips where Representative Hastings received a per diem during the time period from March 2008 to present.
39. He told the OCE that his general description of the use of the per diem for meals and incidental expenses applies to each of the trips. He also believes that for all of these trips, the relevant Embassy paid the lodging expenses directly, but he is not completely certain.

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40. He did receive a one-time reimbursement from the CSCE for a dinner for Lithuanian officials in the amount of \$392.00. This dinner was paid for with Representative Hastings' personal money and he sought a reimbursement when he returned.

This memorandum was prepared on May 10, 2010, based on the notes that the OCE staff prepared during the interview with Representative Hastings on April 29, 2010. I certify that this memorandum contains all pertinent matter discussed with Representative Hastings on April 29, 2010.

Kedric L. Payne
Investigative Counsel

EXHIBIT 7

July 20, 2010

Board of the Office of Congressional Ethics
U.S. House of Representatives
425 3rd Street, SW
Suite 1110
Washington, DC 20024

Re: SUBMISSION TO THE BOARD

Dear Members of the Board of Congressional Ethics:

Thank you for using your discretion to permit me to address you in writing. My preference would have been to address you in public.

Please know that at no time have I misused travel allowances. As you know, and I learned as a result of this investigation, the House Rules and the Code of Conduct are silent regarding allowances.

You have to search hard at the Department of State and Department of Defense to find antiquated, conflictory, and unclear references to per diem, and allowances. Put simply, absolutely no one has instructed, guided, or suggested to me what to do or not to do with allowances and per diem.

On occasion, I have written checks to the U.S. treasury after travel. These occasions came at the request of military attaches that had advanced money on behalf of a collective CODEL. I do not have records of these occurrences.

I have never been instructed to keep or submit receipts for travel during the relevant time period. Nor did I keep or submit receipts for travel before this investigation.

In my response to the Request for Information, I gave a lengthy and probably incomplete, list of uses I made of allowances.

I do not know what every member of the House of Representatives, who traveled during the relevant time period, did or did not do with allowances. But, I do know that I did nothing beyond what is ordinary and customary practice regarding travel by members of the House of Representatives.

I do know that in all of my travel I used more of my own money than was allowed by per diem. And, at no time have I violated any law or House Rule.

In my view, the take away from this experience is that the U.S. Congress (Senate and House), Department of State and Department of Defense need to establish uniform rules for the use of per diem, excess per diem, and allowances. That should be the lesson learned.

Respectfully submitted,

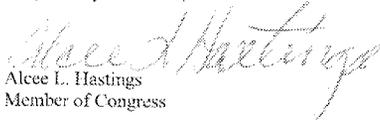

Alcee L. Hastings
Member of Congress

EXHIBIT 8



**OFFICIAL FOREIGN TRAVEL GUIDE
FOR THE U.S. CONGRESS**



**UNITED STATES DEPARTMENT OF STATE
BUREAU OF LEGISLATIVE AFFAIRS**

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**OFFICIAL FOREIGN TRAVEL GUIDE
BY THE DEPARTMENT OF STATE
FOR THE U.S. CONGRESS**

This guide is provided to support official foreign travel by Members of Congress and their staff. It describes the support available from the Department of State for official travel and how this support can be requested. We hope this package will assist you through the process.

TAB

A	Congressional Guide for Official Foreign Travel	Describes the support available from the State Department and the procedures to obtain this support.	A
B	Fiscal Information Sheet	Explains per diem rates, transportation and other expenses, and how the funding is handled domestically and overseas.	B
C	Sample Authorization Letters	Illustrates appropriate letters and what information needs to be included; supplies the legal authority to expend USG funds.	C
D	Foreign Travel Data Sheet	Solicits information needed by the State Department to ensure a successful trip.	D
E	Questions and Answers	Responds to frequently asked questions.	E

Although travel plans are often understandably subject to change, early notice of travel needs greatly enhances our capacity to provide assistance. Therefore, a signed letter of authorization, itinerary, desired agenda, and meeting requests should be provided to the Department of State's Congressional Travel Office at least two (2) weeks before the planned departure whenever possible. This timely notification will allow us to instruct U.S. missions abroad regarding program, administrative, and logistical requirements, and to receive their country clearance, threat assessment, and suggestions for the trip.

**CONGRESSIONAL GUIDE
FOR OFFICIAL FOREIGN
TRAVEL**



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CONGRESSIONAL GUIDE FOR OFFICIAL FOREIGN TRAVEL

Effective and expeditious support for congressional travel abroad requires that both the travel authorization and background information reach the Department of State promptly. Whenever possible, a copy of the signed Letter of Authorization should be faxed to the Department of State's Congressional Travel Office (CTO) -- fax number 202-203-7700 -- at least two (2) weeks before the planned departure or sooner if possible; scanned and emailed copies of the authorization letter are also acceptable. The CTO will arrange for subsequent messenger pick-up of the original letter(s) from the authorizer(s). Additionally, please e-mail an itinerary, desired agenda and any meeting requests for CodeIs or StaffdeIs to: IT_CTO@state.gov. Revisions to any of the above information should be faxed or e-mailed promptly.

Once the CTO receives notification of a trip, several things will happen. First, a domestic travel coordinator and a travel specialist will be assigned to the trip. These professionals will provide points of contact in the embassy, and assist with logistical arrangements, scheduling and briefings. There are many components to a successful trip so please contact us via phone, fax or email very early in the planning process, so that we can provide the best assistance possible.

Department of Defense (DOD) transportation and support must be requested separately by letter to the Secretary of Defense. For your convenience, a DOD-approved sample letter is enclosed in this package (TAB C).

I. LETTERS OF AUTHORIZATION

Letters of Authorization constitute legal authority for the State Department to expend or disburse U.S. Government funds in support of official foreign travel by Members of Congress or congressional staff. The fiscal information under TAB B lists the types of expenditures that can be authorized for specific trips and gives guidance as to how authorization for such expenditures should be formulated. The full extent and range of support desired should be delineated as clearly as possible in the authorizing letter. Letters of authorization are signed by one of the following officials:

SENATE

Majority Leader
 Minority Leader
 President Pro Tempore
 Full Committee Chairman
 • for Member or employee of
 the Committee or employee
 of Committee Member

HOUSE

Speaker of the House
 Full Committee Chairman
 • for Member or employee of the
 Committee

JOINT COMMITTEE CHAIR

• for Member or employee of the Joint Committee

Letters must list by name all persons being authorized to receive USG-funded support. Members or staff traveling with a committee with which they have no association must be authorized separately by either the Leadership or the Chairman of a committee with which they are associated. (See sample authorization letters TAB C.)

2. TRAVEL OBJECTIVES AND PROGRAM REQUESTS

In the letter of authorization, please define the objectives of travel, identifying where possible specific program requests at each stop. When appointments with specific individuals are desired, it would be helpful to indicate the topics to be addressed. If any activities have already been arranged directly with local organizations or persons, please provide scheduling data so that other events can be arranged around them. Embassy/Consulate briefings are highly recommended prior to meetings with host country government officials. Briefings by Department officials prior to departure from the United States are also available and can be very useful.

3. LIST OF TRAVEL PARTICIPANTS

The following are travel participants that are normally authorized under letters of authorization:

- Members of Congress (please include state and party affiliation)
- Spouses/family members (please include first names)
- Staff members (with titles)
- Executive branch/private sector invitees (with titles)
- DOD escorts (with rank and titles)

4. TRAVEL AND ITINERARY

Please book all airline reservations with the Combined Airline Ticket Office (CATO) to expedite ticketing and delivery of prepaid tickets to the Hill. The Department cannot pre-pay airline tickets which are booked with private travel agents.

When booking, you should inform CATO that the tickets will be pre-paid by the Department of State. CATO offices are located on Capitol Hill (Senate Russell Building, Room B24 and House Longworth Building, Room B22) as well as in Rosslyn, Virginia. CATO's reservation number is 703-522-[REDACTED]

5. PASSPORT AND VISA INFORMATION

Travelers must have valid passports for all overseas travel. Please ensure that your passport is current and valid for at least six months beyond the travel dates. Official passports are available at no charge and are issued for the purpose of conducting official business abroad. The Department of State strongly encourages both Members and staff to obtain official passports. Blue "Tourist" passports should be used only for tourism, but may be used if the traveler does not possess an official passport.

Some countries require visas. It is the responsibility of the traveling party to obtain ALL necessary visas. For assistance with visa issues please contact the Special Issuance Agency at 202-955-██████.

Travelers should coordinate passport/visa requirements directly with Passport Services well in advance of the trip. Travelers may call Passport Services at 202-955-██████. For information regarding visa requirements travelers may call 202-955-██████. Sometimes passport data will be required by foreign posts. In those cases CTO will contact you for you passport details.

For delegations with DOD escorts, the escorts collect the passports, obtain visas, and send data to appropriate foreign posts.

A variety of information including current travel warnings, passport forms, visa requirements, country background notes, adoption issues, exchange rates and more can be viewed at www.state.gov/overseas.

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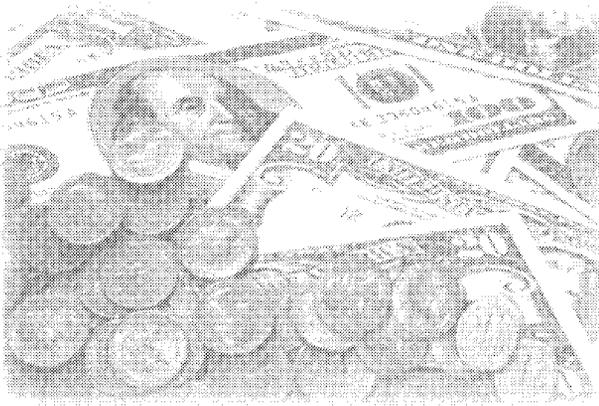
FISCAL INFORMATION SHEET

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FISCAL INFORMATION SHEET

By longstanding agreement, funds for official foreign travel are administered by the Department of State on behalf of the U.S. Congress. Upon receipt of written authorization from appropriate congressional offices, obligations and disbursements will be charged against specific congressional travel accounts held by the U.S. Treasury. The disbursements, which are permitted under PL 95-384, The International Security Assistance Act of 1978, fall into three distinct categories: Per Diem, Transportation (international and/or local), and Other Official Expenses. Each must be specifically authorized in order for expenditures within that category to be incurred. Under PL 95-384, all expenses charged by the traveler, the delegation, and the Department of State to the fund cite must be reported by the traveler/delegation to the authorizing committee upon return.

1. PER DIEM

Under Public Law 95-384, congressional travelers abroad receive local currency for per diem in amounts not to exceed the maximum per diem allowed by law. The authority for establishing per diem rates is found in Chapter 57 of Title 5 of the U.S. Code and set forth as the Federal Travel Regulation at 41 CFR Ch. 300-304.

Per diem payments are made directly to authorized individuals (Members and staff) to cover the cost of lodging, meals and incidental expenses (M&IE) while traveling abroad. The U.S. Government does not pay the expenses of accompanying spouses. Upon arrival in a foreign country, per diem normally is disbursed by the Embassy or Consulate for each night spent in country. Payment is made in local currency unless U.S. dollars are required by hotels or such payment has been specifically requested prior to departure from the U.S. Upon departure from the country, arrangements can be made for travelers to convert unused per diem into U.S. dollars. Per diem which for any reason has not been received abroad may be claimed in U.S. dollars after the traveler's return and upon presentation of hotel receipts to the Department of State, Bureau of Legislative Affairs, Congressional Travel Office.

In the event that no-cost lodging is provided, (e.g. the traveler stays in Government facilities or as a private guest), the traveler is allowed the applicable meals and incidental expenses (M&IE) rate. Note that this guidance is consistent with changes in the Federal Travel Regulation

- **FOREIGN PER DIEM RATE:** Per diem consists of two components: the lodging rate and M&IE. Per diem rates are established by the Department of State for foreign cities. The foreign per diem rates are established monthly by the Department of State based on actual reported costs of hotel, meals and incidental expenses in individual cities around the world. Therefore, routine expenses are usually well within the per diem rates and it is sufficient to authorize per diem payments based on those rates. This type of per diem payment is called an allowance. Allowances are provided in full and require no accounting. Foreign per diem rates are available on the State Department's website at: www.state.gov/bia/ads/tds.html.

- **ENHANCED PER DIEM RATE:** The committee may authorize enhanced per diem to offset exceptionally high costs associated with price increases that can be found in certain locations. Unless a specific dollar enhancement is authorized (e.g. \$75 USD or \$100 USD), the default enhancement is an additional \$50 USD above per diem.
- **ACTUAL EXPENSE BASIS:** Per Diem can be calculated by adding the expenses of up to 300% of the applicable per diem rate. This rate may be authorized for lodging, M&IE, or both, when actual expenses exceed the established per diem rate. There is no authority to exceed this 300% ceiling. **To avoid problems caused by unexpected devaluation of the US dollar, the following language may be used in authorization letters: "actual lodging is authorized."**
- **ACCOUNTING:** If an individual is traveling on an enhanced per diem or actual expense basis, he or she must itemize all expenses, including meals, and account for unused per diem funds. In situations where only lodging or M&IE is on an actual expense basis, only that portion need be itemized. Itemization requires the traveler to write down specific expenses but does not require receipts. Upon completion of the trip, the authorizing committee requires travelers to reconcile their actual expenditures with the expenditures authorized prior to travel. Consistent with congressional rules and regulations, this reporting (and reconciliation when required) should be submitted to the congressional office that authorized the travel.

Posts may pay for hotel charges directly if arrangements with the Embassy/Consulate staff are made beforehand. In this case, posts will be directed to disburse M&IE only.

As the purpose of the per diem enhancement and/or the payment of actual lodging expenses is to offset unexpectedly high costs found in certain locations, if a traveler receives either of these authorizations reimbursements for any additional lodging or M&IE costs are not authorized.

2. TRANSPORTATION

When international travel is authorized, travelers make their own reservations through CATO (see item 4 of previous chapter, "Travel and Itinerary"). The Department arranges for prepayment of the tickets, which the authorizing committee makes available to the traveler. This arrangement requires that the Department be notified of the carriers used, the class of service, and the precise itinerary. For transoceanic flights, U.S. flag carriers must be used (PL 94-624, Fly America Act) **unless** the authorization letter has specified otherwise based on a determination that no U.S. flag carriers are available. **Use of charter aircraft is an extraordinary expense and must be specified in the authorization letter.**

Authorized **local transportation** within a foreign country is normally arranged by either the Embassy, the Consulate or paid personally by the traveler. Local transportation costs may include trains, ferries, rental car/van/ bus (with or without driver), taxis, public transport, as well as overtime for drivers of U.S. Government vehicles. In many cities, staff delegations are encouraged to use taxis or public transportation and claim reimbursement. Upon presentation of receipts, the Congressional Travel Office will reimburse travelers for local transportation after their return to Washington, DC.

3. OTHER OFFICIAL EXPENSES

Other official expenses authorized for Codels and some Staffdiels include rental of control rooms, hospitality suites, special telephone lines, cell phones, copier/fax machines, wreaths and flowers for representational purposes, purchase of stationery supplies, interpreters, and employee overtime at posts.

If specified in the authorization letter, certain extraordinary or unusual expenses may be paid such as representation expenses, conference fees, media events, meeting hall rental, and travel and per diem expenses incurred by Post Personnel traveling outside of their duty station in support of Codel travel. These expenses, including any cancellation fees incurred, will be charged to the delegation fund cite and must be reported under PL 95-384.

4. TRAVEL ADVANCES IN U.S. DOLLARS

The Department will provide a U.S. dollar advance where hotels require payment in hard currency and the U.S. mission overseas has insufficient dollars to pay travelers. However, arrangements can also be made for U.S. dollar disbursements overseas where missions have access to U.S. dollars.

5. REFUNDS/REIMBURSEMENTS/UNUSED AIRLINE TICKETS

Unused per diem funds may be returned to the State Department by personal check made payable to the U.S. Treasury or Treasurer of the United States. The Department **cannot accept foreign currency in Washington**. The Department will reimburse travelers for out-of-pocket expenses previously authorized upon submission of receipts and a letter/memorandum from the authorizing committee. Unused airline tickets paid for by the U.S. Government must be returned to the Department of State, Congressional Travel Office for credit.

6. REPORTING REQUIREMENTS

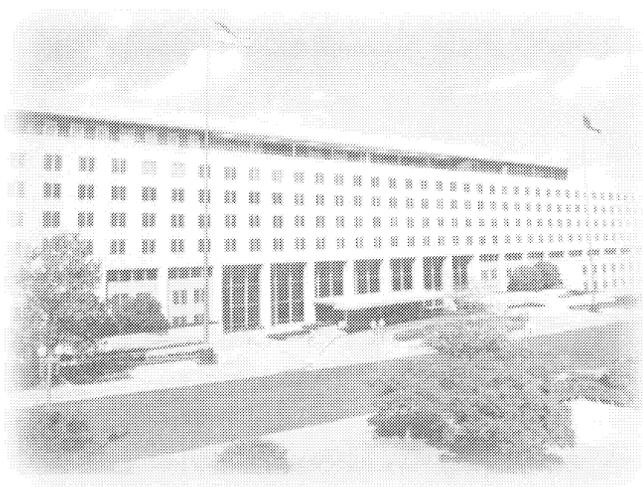
PL 95-384 stipulates that travelers and delegations are responsible for reporting all expenses to the authorizer within 30 days of the completion of travel. Although the Department will assist travelers and delegations in obtaining the necessary financial information from foreign posts, PL 95-384 assigns none of the formal reporting responsibilities to the Department of State.

SAMPLE AUTHORIZATION LETTERS

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D

E



SAMPLE LETTER OF AUTHORIZATION (State)

The Honorable
(insert name)
Secretary of State
Washington, DC 20520

Dear *(Mr. or Madam)* Secretary:

This letter is to authorize *(travelers)* to travel on official business to *(Country)* during the period of *(inclusive dates)* for the purpose of *(state the purpose)*.

It is requested that the use of local currencies for per diem, transportation, including local transportation, and other official expenses be made available in accordance with provisions of Section 502(b) of the Mutual Security Act of 1954, as amended by Public Law 95-384, Section 22(a).

D

Commercial and/or military transportation are authorized where appropriate, as is the use of non-U.S. air carriers. Airfare is authorized up to business class if needed.

We appreciate your assistance with this request. If there are any questions regarding this trip, please contact *(name of staff point of contact)* at *(telephone number)*.

E

Sincerely,

(Name)
(Title)

Additionally, if any of the conditions below apply, please add the appropriate sentence:

- Enhanced per diem of \$50.00 is authorized.
- Actual lodging costs are authorized.
- Due to heightened security concerns, the cost of a security detail is also authorized.
- Spouses are authorized to travel for protocol purposes at no cost to the U.S. Government.
- Costs associated with Post personnel traveling outside of their duty station in support of the delegation are authorized.
- Charter aircraft are authorized.
- Representational funds are authorized.

SAMPLE AUTHORIZATION LETTER (DOD)

The Honorable
(Insert name)
Secretary of Defense
Washington, D.C. 20301

Dear *(Mr. or Madam)* Secretary:

I hereby authorize *(insert)* to travel on official business to *(Country)* during the period of *(include dates)* for the purpose of *(state the purpose)*. **If applicable:** Spouses are authorized to accompany the delegation for reasons of protocol at no expense to the U.S. Government.

It would be appreciated if the Department of Defense could furnish such assistance as may be required, including transportation, to facilitate this trip. It would also be appreciated if the Department of the *(Air Force, Army, Navy, Marine Corps)* be assigned to escort the delegation Member.

The expenditure of funds for payment of actual and necessary expenses and such transportation as may be required is authorized by 31 U.S.C. 1108

Sincerely,

(Name)
(Title)

FOREIGN TRAVEL DATA SHEET



D
E

5. SECURITY CLEARANCES
(staff only)

Please provide the names, SSN, level and date of clearance, and granting agency for each person who will **REQUIRE** access to classified information during the trip. This information is not needed for Members of Congress.

6. ACCOMODATIONS

Please indicate the number of rooms needed at each city, and hotel preference, if any. If the traveler plans to use Government or no-cost accommodations, please indicate.

Hotel preferences/city
Delegation rooms (total number of singles/doubles)
Support Rooms

7. LOCAL TRANSPORTATION

Number of Sedans (with driver or self-drive)
Number of Buses (or passenger amount)
Number of Minivans (or passenger amount)
Number of other vehicles, if any
Public transportation (cabs, buses, trains, ferries).

8. POINTS OF CONTACT FOR TRIP

Name
Phone Number

QUESTIONS AND ANSWERS



11

Questions and Answers

Q What do I do if I received more travel funds than I needed?

A It depends. If you traveled on a per diem allowance (the set rates) you may keep any "excess" funds, though your authorizing committee may have their own specific rules.

If you received funds in excess of that allowance (because actual costs were anticipated to exceed the allowance) you must itemize your expenses and reconcile any differences with the congressional office that authorized your travel. Unused per diem funds, authorized on an enhanced or actual cost basis, must be returned to the Department of State by personal check in U.S. dollars, made payable to the U.S. Treasury or to the Treasurer of the United States.

Q What do I do if I incur lodging expenses over 300% of the per diem rate?

A When you reconcile your travel expenses with the congressional authorizing committees, you will not be reimbursed for the excess of per diem expenses over the 300% maximum, or over the (lower) rate that was authorized.

Q Will I be given a travel advance in U.S. dollars or in foreign (local) currency?

A Congressional travelers will be given local currency when they arrive at the foreign post.

If the Congressional travelers are journeying to a foreign country that uses U.S. dollars, the advance in U.S. dollars will be given at post. Only in those cases where the post does not have sufficient U.S. dollars on hand will special arrangements be made to issue an advance in Washington D.C.

Q Will the Department book travel reservations for the Members and staff?

A The Department does not book reservations; rather, reservations should be made directly through CATO, which has locations on the Hill and in Rosslyn, Virginia.

Q Will the travel expenses of spouses be covered?

A No, current law prohibits the US Government from assuming the travel expenses of spouses, dependents or other non-official traveling companions.

Q Will the Department of State assist in obtaining visas?

A Assistance may be obtained by contacting the appropriate country desk officer.

Acronyms used in this Travel Guide:

CTO	Congressional Travel Office— Bureau of Legislative Affairs, Department of State
DOD	Department of Defense
DEPARTMENT	Department of State
MEMBER	Member of Congress
CATO	Combined Airline Ticket Office
M & IE	Meals and Incidental Expenses
FTR	Federal Travel Regulations
CODEL	Congressional Delegation
STAFFDEL	Staff Delegation
USG	United States Government
P.L.	Public Law
USC	United States Code

EXHIBIT 9

**Visit of Rep. Alcee Hastings and Rep. Hilda Solis to Copenhagen
April 12-15, 2008**

Saturday April 12

- 7:15 am Arrival of Rep. Hastings via SK0926 (UA 9404), met main terminal arrivals hall by Michael Benton ("U.S. Embassy" sign) Mobile: +45 [REDACTED] and Embassy Driver. Check-in at Hotel Marriott, 5 Kalvebod Brygge, 1560 Copenhagen V, Denmark Tel: +45 88 [REDACTED], Fax: +45 88 33 99 99
- 6:00 pm Dinner with Spencer Oliver at the Marriott restaurant

Sunday April 13

- 7:15 am Arrival of Rep. Solis and Dr. Thompson via SK0926 (UA 9404), met main terminal arrivals hall by Michael Benton ("U.S. Embassy" sign) Mobile: +45 [REDACTED] and Embassy Driver. Check-in at Hotel Marriott, 5 Kalvebod Brygge, 1560 Copenhagen V, Denmark Tel: +45 [REDACTED], Fax: +45 88 33 99 99
- 2:10 pm Arrival of Mr. Turner via SK1638, met by Ms. Pia Rasmussen, OSCE PA. Check-in at Hotel Marriott
- 4:30-6:30 pm Open house (reception) in the premises of the International Secretariat of The Assembly
Rådhustræde 1, 1466 Copenhagen
Tel: +45 [REDACTED]
- 6:30 pm Departure by bus from International Secretariat
- 7:00 pm Dinner hosted by the Head of the Danish Delegation, Mr. Troels Christensen
Restaurant Bastionen+Løven
Lille Mølle Christianshavns Voldgade 50, 1424 Copenhagen
Tel: +45 [REDACTED]
- 9:30 pm Departure by bus to the Marriott Hotel

Monday April 14

- 8:30 am Departure by bus from Hotel Marriott
- 9:00 am Meeting of the Bureau of the OSCE Parliamentary Assembly
(Location: Folketing, Landstings salen)

10:30-11:00 am Coffee break
 11:00-1:00 pm Cont. Meeting of the Bureau
 1:00-2:30 pm Working lunch for all participants in the *Folketing* offered by the Danish Delegation
 2:30 -- 5:00 pm Cont. Meeting of the Bureau
 5:00 pm Closure
 5:00 pm Departure by bus to Hotel Marriott
 5:30 pm American Chamber of Commerce/ Democrats Abroad cocktail reception
 6:00 -- 7:30 pm Panel Discussion starts

Tuesday April 15

5:30 am Depart Hotel (Mr. Turner)
 7:00 am Departure of Mr. Turner via SK0639
 9:45 am Depart Hotel (Rep. Hastings, Rep. Solis, Dr. Thompson)
 12:20 pm Departure of Rep. Hastings, Rep. Solis, Dr. Thompson via UA 9403

Useful Telephone Numbers

U.S. Embassy, Dag Hammarskjöld Allée 24, 2100 Copenhagen Tel: +45 [REDACTED]

Mark Draper (Control Officer) Office: +45 [REDACTED] Home: +45 [REDACTED]
 Mobile: +45 [REDACTED]

Michael Benton (U.S. Embassy) Mobile: +45 [REDACTED]

Johnny Joenborg, Embassy Driver Mobile: +45 [REDACTED]

Rep. Hastings Mobile: +1 [REDACTED]

Rep. Solis Mobile: +45 [REDACTED]

Fred Turner Mobile: +1 [REDACTED]

Mischa Thompson Mobile: +45 [REDACTED]

EXHIBIT 10

U.S. Congressional Delegation Hearings
to the joint
OSCE Parliamentary Assembly/ CIS Elections Seminar, St. Petersburg, Russia,
Meeting with OSCE Chairman-in-Office, Alexander Stubb, Helsinki, Finland,
and
OSCE Supplementary Human Dimension Meeting in Vienna, Austria

May 23 -- May 31, 2008

Friday, May 23, 2008

3:30 pm Depart Washington-Dulles (Lufthansa LH0417)

Saturday, May 24, 2008

5:30 am Arrive Frankfurt met by customer liaison assistant Endre Varga
Phone: +49- [REDACTED] Cell: +49- [REDACTED] Fax: +49-69-7535-5410

7:50 am Depart Frankfurt (Lufthansa LH3070)

9:10 am Arrive in Copenhagen, met by Andrew Sullivan Cell: +45 [REDACTED]
and Embassy Driver, Wahib Zouamat Cell +45 [REDACTED]
Check-in at Hotel Marriott Confirmation #: **88516761**
5 Kalvebod Brygge Copenhagen, DK-1560 Phone: +45- [REDACTED]

6:00 pm Dinner with Spencer Oliver in the Marriott Hotel

RON at Copenhagen Marriott

Sunday, May 25, 2008

7:15 am Depart hotel for airport

9:35 am Depart Copenhagen (SAS SK0736)

1:40 pm Arrive in St. Petersburg, transportation by CIS Interparliamentary Assembly
Check-in at Grand Hotel Europe Confirmation # **718146**
Mikhailovskaya ul., 1/7 Phone: +7- [REDACTED]

RON at Grand Hotel Europe

Monday, May 26, 2008

9:15 am Depart hotel to Tavricheskiy Palace

10:00 am First meeting of the Working Group

11:30 am Coffee Break

1:00 pm Working Lunch

3:00 pm Working Group meeting reconvenes

5:00 pm Reception hosted by CIS IPA Secretary General Mikhail Krotov

RON at Grand Hotel Europe

Tuesday, May 27, 2008

9:00 am Chairman Hastings, Vice President J. Soares, Spencer Oliver and David Goldenberg depart the hotel for the airport

12:35 pm Depart St. Petersburg (Finnair AY166)

12:30 pm Arrive in Helsinki. Transportation by the Foreign Ministry in Finland Delegation will be met at the airport by Ms Ann-Mari Fröberg, Second Secretary at Finnish OSCE Chairmanship Task Force

1:15 – 2:15pm Lunch with Sauli Niinistö, Finnish Speaker of Parliament

2:45- 3:45pm Meeting with Chairmanship Representatives
 Venue: Ministry for Foreign Affairs, Laivastokatu 22, Entrance A1
Participants:
 Ambassador Heikki Talvitie, Special Envoy of the CiO
 Ambassador Tom Grönberg, Representative of the CiO for Election Observation Missions
 Dr Kimmo Kiljunen, Special Envoy on Election-Related Issues
 Ambassador Aleksi Härkönen, Head of the Task Force
 Counsellor Janne Taalas, Deputy Head of the Task Force
 Ms Ann-Mari Fröberg, Second Secretary, Task Force

4:00-4:45 pm Meeting with Finnish Foreign Minister and OSCE
 Chairman-in-Office Alexander Stubb
 Venue: Minister's Cabinet
Participants:
 Congressman Alcee L. Hastings
 Mr João Soares, Vice President, OSCE Parliamentary Assembly
 Mr Spencer Oliver, Secretary General, OSCE Parliamentary Assembly
 Mr David Goldenberg, Chief of Staff for Congressman Alcee L. Hastings
 Ambassador Aleksi Härkönen, Head of the Task Force
 Mr. Mikko Hautala, Adviser to the Minister
 Ms. Ann-Mari Fröberg, Second Secretary, Task Force

5:30 pm Check-in at Hotel Kämp, Confirmation # **346452171**
 Pohjoisesplanadi 29, 00100 Phone: +358 (0)9 [REDACTED]

Evening Informal Dinner with Spencer, João Soares, and David

RON at Hotel Kämp

Wednesday, May 28, 2008

- 6:30 am Depart hotel. Transportation by the Foreign Ministry in Finland
- 8:35 am Depart Helsinki (AY0765)
- 10:05 am Arrive in Vienna (Met by Winsome Packer and Christian Ludwig)
Check-in at Hotel Marriott, Confirmation # **#83151401**
Parking 12a Vienna, 1010 Austria Phone: +43 1 [REDACTED]
- 7:30 pm Working Dinner with Ambassador Andreas Nothelle and Liaison Officer Marc Carillet, Restaurant Himmelsstube im Hotel Am Parking, Parking 12, 1010 Wien (*David, Winsome, Mischa, Alex*)

RON at Vienna Marriott**Thursday, May 29, 2008**

- 9:00-1:00 pm Civil Society Roundtable (optional)
- 10:30 am Meeting as Requested (*Winsome will staff*)
- 12:15 pm Meeting with Ambassador Julie Finley, Room 204, Hofburg (*David, Winsome, Mischa, Alex*)
- 12:45 pm Meeting with Samuel Laeuchli, Head of the Political Division, USOSCE, Neuer Saal Café (Sam will meet you outside of room 204)
- 2:30 pm Ambassador Christian Strohal Meeting with Opening Session Panelists, Hofburg, (tentative)
- 3:00-4:00 pm OSCE SHDIM Opening Session
- 4:00-6:00 pm SHDIM Session I, *The Role and Mandate of National Institutions Against Discrimination in Combating Racism and Xenophobia*
- 6:00-8:00 pm Reception by the Chairman-in-Office (optional)
- 6:00-8:30 pm Reception by the Jordanian Ambassador, Diplomatic Academy of Vienna, Favoritenstrasse 15A, 1040 Vienna (tentative/optional)

Friday, May 30, 2008

- 9:00-12:00 SHDIM Session II, *Overcoming Challenges in Responding to Racism and Xenophobia with a Special Focus on Persons Belonging to National Minorities*
- 10:00-11:00 am Meeting with Mediterranean Contact Group (Tentative)
- 2:00-4:00 pm SHDIM Session III, *Good Practices and Effective Policy Responses in Combating Racism and Xenophobia*
- 3:00 pm Meeting with Marc Perrin de Brichambaut, OSCE Secretary General, SG's Office, Room 208, Hofburg (*Winsome will staff*)

4:30 pm SHDYM Closing

7:00 pm Informal Dinner at the Palais Coburg Bistro, Coburgbastei 4, 1010 Wien,
(David, Winsome, Mischa and Alex)

Saturday, May 31, 2008

8:30 am Meet in Lobby

11:10 am Depart Vienna (OS0093)

2:40 pm Arrive in Washington-Dulles

EXHIBIT 11

**U.S. CONGRESSIONAL DELEGATION (CODEL HASTINGS)
LONDON, UNITED KINGDOM: ASTANA, KAZAKHISTAN: ISLAMABAD, PAKISTAN: VENICE, ITALY
JUNE 26, 2008 - JULY 3, 2008**

Thursday, June 26, 2008

Member and Spouse Attire: Travel Casual

- *Recommend comfortable clothes on the plane*
- *Pack an overnight bag to take off at the first stop*
- 2:45 PM Baggage call
 - *Bring luggage to the Rayburn Horseshoe*
 - *Blue-tagged bags will NOT be accessible in-flight*
- 3:15 PM Baggage call ends
- 4:30 PM Meet at the Rayburn Horseshoe
- 4:45 PM Depart the Rayburn Horseshoe for Andrews AFB
 - *Transportation: USAF vehicle*
 - *1 hour 15 min en-route*
- 6:00 PM Depart Andrews AFB for London, United Kingdom (Standstead Airport)
 - *7 hours 15 min en-route*
 - *Dinner/Breakfast served en-route*
 - *Set watches ahead 5 hours (+5)*

Friday, June 27, 2008

Member and Spouse Attire: Travel Casual

- *Recommend comfortable clothes*
- *Only overnight bag comes off at this stop*
- 6:15 AM Arrive London, United Kingdom
- 6:25 AM Depart airport for Hyatt Regency London - The Churchill
 - *2 hrs en-route*
- 8:25 AM Arrive Hyatt Regency London - The Churchill
 - *Proceed to Delegation Room*
 - *Room keys disbursed*
 - *Currency Exchange available*
- Dinner at leisure

RON London, United Kingdom

Saturday, June 28, 2008

Members and Spouses Attire: Travel Casual

- 6:30 AM Delegation Room Opens
 - *Reverse Currency Exchange available*
 - *Please pay any incidental room charges (i.e. phone, movie room service, etc.)*
 - *Breakfast included in the room rate*
 - *Light snacks and coffee available in the Delegation room*
- 7:15 AM Meet in Delegation Room
 - *Attire: Travel Casual*
- 7:30 AM Depart Hyatt Regency London
 - *1.5 hrs en-route*

- The Churchill for airport

- 9:00 AM Depart London, United Kingdom
for Astana, Kazakhstan
- 5 hours 50 min en-route
- Lunch/Heavy Snack served en-route
- Set watches ahead 5 hours (+5)
- 7:50 PM Arrive Astana, Kazakhstan
Met by: Thomas Tamer -- Control Officer
- 8:00 PM Depart airport for Radisson SAS Hotel - 40 min en-route
- 8:40 PM Arrive Radisson SAS Hotel
- Proceed to Delegation Room
- Room keys disbursed
- Currency Exchange available

Dinner at leisure

RON Astana, Kazakhstan

Sunday, June 29, 2008

Members Attire: Business

Spouses Attire: Business Casual

- 7:30 AM Delegation Room Opens - Breakfast included in room rate (avail in lobby)
- 8:15 AM Meeting with USOSCE DCM Kyle Scott
in Delegation Room
- Amb. Ordway country team briefing
- 9:00 AM Meeting of the Standing Committee
- Chairman Hastings
- Sen. Cardin
- Rep. Solis
- Rep. Smith
- Accompanying Persons depart Codel
- Sary Arka 4 -- 2nd floor

Events for Accompanying Persons

Attire: Business Casual

- 9:15 AM Meet in Delegation Room
- 9:30 AM Depart Hotel for Presidential
Cultural Center/Pyramid (30 minutes en-route)
- 10:00 AM Tour of Presidential Cultural Center/Pyramid
- 11:00 AM Depart for Tiflis Restaurant (30 minutes en-route)
- 11:30 AM Lunch at Tiflis Restaurant
- 1:00 PM Depart Tiflis Restaurant for

Hotel (30 minutes en-route)

11:15 AM Depart Hotel for DCM's Residence - 15 min en-route

11:30 AM Coffee with Civil Society at DCM's Residence
Civil Society: Evgeniy Zhovtis -- Director of Kazakhstan
Human Rights Bureau, Ninel Pokina -- Director of
Kazakhstan Helsinki Committee

Parties: Azat Party's Bulat Abilov (or his deputy
Tulegen Zhukeyev), OSDP Party's Amirzhan Kosanov,
Alga Party's Yuri Sizov, Ak Zhol's Alikhan Baimenov

Other Groups: Jehovah's Witnesses, Hare Krishnas

1:00 PM Depart DCM's Residence for Hotel - 15 min en-route

2:15 PM Members and Spouses meet in Delegation Room
- Accompanying Persons rejoin Codel
- *Attire: Business*

2:30 PM Inaugural Plenary Session - *Sary Arka 1 -- Ground floor*
- Call to order and remarks by Mr Göran Lenmarker,
President of the OSCE Parliamentary Assembly;

- Address by H.E. Nursultan Nazarbayev,
President of the Republic of Kazakhstan

- Address by H.E. Kassym-Jomart Tokayev,
Speaker of the Senate of the Parliament of the
Republic of Kazakhstan

- Address by H.E. Aslan Mussin,
Speaker of the Mazhilis of the
Parliament of the Republic of Kazakhstan

3:30 PM Meeting with H.E. Nursultan Nazarbayev,
President of the Republic of Kazakhstan

4:00 PM Coffee break

4:30 PM Plenary Session (cont'd)
- Addresses by the Presidents from the invited
Parliamentary Assemblies;

- Address by Mr. Marc Perrin De Brichambaut,
OSCE Secretary General, followed by a
question/answer session;

- Report by Ms Tone Tingsgård, OSCE PA
Special Representative on Gender Issues
followed by a debate;

- Address by Ambassador Knut Vollebaek,
OSCE High Commissioner on National Minorities

- Possible consideration of Supplementary items

7:00 PM Concert followed by a reception hosted by H.E. Nursultan Nazarbayev, President of the Republic of Kazakhstan - Palace of Peace and Unity - *OSCE PA Transportation (20 min en-route)*

RON Astana, Kazakhstan

Monday, June 30, 2008

Members Attire: Business

Spouses Attire: Business Casual

7:00 AM Delegation Room opens - *Breakfast included in room rate (avail in lobby)*

7:00 AM Time reserved for meetings of various groups

8:15 AM Meet in Delegation Room
- Members Attire: Business
- Spouses Attire: Business Casual

Events for Accompanying Persons ***Attire: Business Casual***

8:45 AM Depart Hotel for National Library
(30 minutes en-route)

9:15 AM Guided tour of National Library

10:00 AM Depart National Library for Baiterek
(15 minutes en-route)

10:15 – 11:30 AM Tour of Baiterek & short
driving tour of new administrative center

11:30 AM Travel to DCM's residence
(30 minutes en-route)

12:00 PM Lunch at DCM's residence

1:30 PM Depart DCM's residence for Hotel
(30 minutes en-route)

9:00 - 11:00 AM General Committee on Political Affairs and Security - *Sary Arka 1 – Ground floor*

- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

9:00 - 11:00 AM General Committee on Economic Affairs, - *Sary Arka 4 - 2nd floor*
Science, Technology and Environment

- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

9:40 AM Depart Hotel for Prime Minister - *20 min en-route*
Government Building

10:00 AM Meeting with Prime Minister Massimov

11:00 AM Depart Prime Minister Government - *20 min en-route*
Building for Hotel

11:00 AM Coffee break

11:30 AM - 1:30 PM General Committee on Democracy, - *Sary Arka 1 - Ground floor*
Human Rights and Humanitarian Questions

- Opening remarks by the Chair of the Committee;
Introduction of the Draft Resolution by the Rapporteur;

1:30 PM Lunch

2:15 PM Meet in Delegation room
- *Attire: Casual*

2:30 PM Excursion: Visit to the complex "Map of
Kazakhstan Atameken," concert with national
songs and dances, national games, cuisine and exhibition

5:30 PM Return from excursion

7:15 PM Meet in Delegation room
- *Attire Business Casual*

7:30 PM Reception hosted by H.E. Kassym-Jomart Tokayev,
Speaker of the Senate of the Parliament of the
Republic of Kazakhstan (Reception House "Saltanat Saraıy")

9:00 PM Return Hotel

RON Astana, Kazakhstan

Tuesday, July 1, 2008***Members Attire: Business******Spouses Attire: Business Casual***6:00 AM Delegation Room opens *- Breakfast included in room rate (avail in lobby)*6:45 AM Meet in Delegation Room
- Members Attire: Business
- Spouses Attire: Business Casual

7:00 AM Time reserved for meetings of various groups

Events for Accompanying Persons***Attire: Business Casual (appropriate for religious sites – long sleeves/pants)***

8:30 AM Depart Hotel for SOS Children's Village

9:00 AM Visit SOS Children's Village

10:00 AM Depart Children's Village for Embassy (30 minutes en-route)

10:30 AM View Embassy art and craft fair of local artisans

11:30 AM Depart Embassy for Ali Baba Restaurant
(30 minutes en-route)

12:00 PM Lunch at Ali Baba Restaurant

1:30 PM Depart Ali Baba Restaurant for Orthodox Church
(30 minutes en-route)

2:00 PM Tour of Orthodox Church

2:45 PM Depart Orthodox Church for Central Mosque
(30 minutes en-route)3:15 PM Tour of Central Mosque (*suggest bringing a scarf for women's head-covering one will be provided if you don't have one*)4:00 PM Depart Central Mosque for Hotel
(30 minutes en-route)9:00 - 10:30 AM General Committee on Democracy, Human Rights and Humanitarian Questions
Consideration of amendments *- Sary Arka 1 – Ground floor*9:00 - 10:30 AM General Committee on Economic Affairs, Science, Technology and Environment *- Sary Arka 4 – 2nd floor*

Consideration of amendments

- 10:30 AM US Delegation press conference** - All CODEL member presence requested
- Sary Arka 2 - 2nd floor (30 - 40 min)
- 11:00 AM General Committee on Political Affairs and Security
Consideration of amendments
- Sary Arka 1 - Ground floor
- 11:30 AM Meeting with State Secretary Oralbay Abdykarimov
- Ak Orda - lunch at Rixos Hotel
- Attended by Members and Spouses
- 12:45 PM Working Lunch on Gender Issues hosted by the Parliament of Kazakhstan
- Restaurant Capri - Ground floor in Hotel Radisson SAS
- 2:30 - 4:00 PM General Committee on Economic Affairs, Science, Technology and Environment
Consideration of amendments and adoption of Resolution; Supplementary items
- Sary Arka 4 - 2nd floor
- 2:30 - 4:00 PM General Committee on Democracy, Human Rights and Humanitarian Questions
Consideration of amendments and adoption of Resolution; Supplementary items
- Sary Arka 1 - Ground floor
- 4:00 PM Presentation on the 2008 OSCE PA Fall Meetings in Toronto
- Prefunction Area outside Sary Arka 1
- 5:00 - 6:00 PM General Committee on Political Affairs and Security
Consideration of amendments and adoption of Resolution; Supplementary items
- Sary Arka 1 - Ground floor
- 7:30 - 9:00 PM Reception hosted by H.E. Aslan Mussin, Speaker of Mazhilis of the Parliament of Kazakhstan (Duman Center)

RON Astana, Kazakhstan

Wednesday, July 2, 2008

Members Attire: Business

Spouses Attire: Business Casual

- 6:00 AM Delegation Room opens
- Breakfast included in room rate (avail in lobby)
- Reverse Currency Exchange available
- Please pay any incidental room charges (i.e. phone, movie room service, etc.)
- 6:45 AM Meet in Delegation Room
- *Members Attire: Business*
- *Spouses Attire: Business Casual*

7:00 AM Time reserved for meetings of various groups

9:00 AM Please Bring your bags to the delegation room

- 9:00 - 11:00 AM General Committee on Economic Affairs, Science, Technology and Environment Supplementary items; Election of the Committee Officers - *Sary Arka 4 – 2nd floor*
- 9:00 - 11:00 AM General Committee on Democracy, Human Rights and Humanitarian Questions Supplementary items; Election of the Committee Officers - *Sary Arka 1 – Ground floor*
- 11:00 - 11:30 AM Meeting of the Bureau - *Sary Arka 2.2 – Ground floor*
- 11:45 AM Meet in Delegation Room
- *Attire: Travel Casual*
- *Bring any remaining baggage with you at this time as we will not be returning to the hotel*
- 12:00 PM Depart Radisson Hotel for Airport - *40 min en-route*
- 1:00 PM Depart Astana, Kazakhstan for Venice, Italy - *5 hours 55 minutes en-route*
- *Heavy snack served en-route*
- *Set watches back 4 hours (-4)*
- 2:55 PM Arrive Venice, Italy
- 3:05 PM Depart airport for Westin Europa & Regina Hotel - *30 min en-route*
- 3:35 PM Arrive Hotel - *Proceed to Delegation Room*
- *Room keys disbursed*
- *Currency Exchange available*
- Dinner at leisure

RON Venice, Italy

Thursday, July 3, 2008

Member and Spouse Attire: Travel Casual
- Recommend comfortable clothes

- 7:00 AM Delegation Room opens - *Please pay any incidental room charges (i.e. phone, movie room service, etc.)*
Breakfast included in the room rate
- *Light snacks and coffee available in the Delegation room*
- 7:00 AM Please bring luggage to the Delegation room
- 7:45 AM Meet in Delegation Room
- *Attire: Travel Casual*

8:00 AM Depart Hotel for Airport - 30 min en-route
9:00 AM Depart Venice, Italy for Andrews AFB - 9 hours 25 minutes en-route
- Lunch/Heavy snack served en-route
- Set watches back 6 hours (-6)
12:25 PM Arrive Andrews AFB
12:45 PM Depart for Rayburn horseshoe
1:30 PM Arrive Rayburn horseshoe
1:40 PM Luggage arrives Rayburn horseshoe

MISSION COMPLETE

EXHIBIT 12

2/12/2009 1:53:07 PM

**VISIT OF CODEL HASTINGS
LONDON, UK
February 14 – 18, 2009**

Visit Officer For CODEL Hastings

Jim McDonald
 Political Section
 Office Direct +44-20- [REDACTED]
 Embassy General +44-(0)20- [REDACTED]
 Office Fax +44-20-7894-0117
 Mobile + [REDACTED]
 Home +44-20- [REDACTED]
 Email: [REDACTED]@state.gov (Blackberry)
 (Note: when dialing within the UK, replace "44" with "0" for all numbers)

Delegation:

Representative Alcee Hastings (arriving 2/15/2009)
 Mischa Thompson (arriving 2/14/2009)

Hotel

Royal Horseguards Hotel
<http://www.theroyalhorseguards.co.uk>
 2 Whitehall Court
 London, SW1A 2EJ
 Tele: +44-20- [REDACTED]
 Confirmation: 2892985 (Hastings), 2892977 (Thompson)
 Rate: £165.00 including VAT and breakfast.
 (Note: when dialing within the UK, replace "44" with "0" for all numbers)

Car

Name of Company:
 Telephone Number:
 Driver's name/cellphone number:
 License plate:

Embassy-Provided Cell Phones:

Hastings: _____
 Thompson: _____

Schedule

Saturday, February 14, 2009

0620 Ms. Thompson arrives London Heathrow via UA-918. Heathrow Express to Royal Horseguards Hotel.

2/12/2009 1:53:07 PM

0900 Briefing by Jim McDonald.
Horseguards Hotel

RON hotel.

Sunday, February 15, 2009

0430 Embassy car/driver picks up Jim McDonald at residence.

0620 Rep Hastings arrives London Heathrow via UAA0918 from Dulles.
Met by: Jim McDonald

0730 Depart Heathrow for Royal Horseguards Hotel

0830 Arrive Royal Horseguards Hotel

0830-
1245 Free

1245 Rep Hastings and Ms. Thompson Depart Hotel for Lunch at Rules
35 Maiden Lane, Covent Garden, London WC2E 7LB (Walking Distance
- Let me know if you want the car).

1300-
1430 Lunch

1815 Rep Hastings and Ms. Thompson depart hotel for Wallace Collection Art
Gallery by Embassy car/driver.

1830 **Opening Reception** at the Wallace Collection art gallery, hosted by
Secretary of State Rt. Hon Hazel Blears MP.

1930 Embassy car/driver takes Rep Hastings and Ms. Thompson depart Wallace
Collection Art Gallery to Maze Restaurant 10 - 13 Grosvenor Square,
London W1K 6JP

1945 -
2130 Dinner

2130 Embassy car/driver takes Rep Hastings and Ms. Thompson to Royal
Horseguards Hotel

RON hotel.

Monday, February 16, 2009

10-7960_0070

2/12/2009 1:53:07 PM

- 0745 Rep Hastings and Ms. Thompson departs hotel via Embassy car/driver for House of Commons - Portcullis House Entrance
- 0800 Registration Opens
- 0830 **Breakfast - House of Commons Terrace**
- Welcome by John Mann MP and ICCA Steering Committee
 - Dr. Morten Kjaerum, Director of the European Union Fundamental Rights Agency
- 1000 – 1130 **Working Groups Session I**
- Provisionally:
- 1) Internet Hate
 - 2) Policing and Prosecution
 - 3) State-backed Antisemitism
 - 4) Universities
 - 5) The New Antisemitism
- 1130 – 1145 Break
- 1145 – 1300 **Working Groups Session II**
- 1300 – 1400 **Lunch - The Atlee Suite, Portcullis House, House of Commons**
- Professor Gert Weisskirchen, Member of the German Bundestag and the ICCA Steering Committee, Personal Representative of the Chairman-in-Office of the OSCE on Combating Antisemitism
 - Representative Alcee Hastings, Member of US Congress (tbc)
- 1400 – 1530 **Working Groups Session III (Conclusions)**
- 1545 Rep. Hastings and Ms. Thompson depart House of Commons (Portcullis House) for Royal Horseguards Hotel via Embassy car/driver.
- 1545-1745 Free
- 1745 Rep. Hastings and Ms. Thompson depart Royal Horseguards Hotel for 10 Downing Street
- 1800 – 1900 **Downing Street Reception**
- Prime Minister Brown/Mrs. Brown (tbc)

2/12/2009 1:53:07 PM

- Rt. Hon. Dr. Denis MacShane, MP and Chairman of the All-Party Parliamentary Inquiry into Antisemitism

1900 – 2200 **Dinner at Royal Banqueting House**

- Franco Frattini, Foreign Minister, Italy (tbc)
- Professor Irwin Cotler MP, Former Justice Minister, Canada
- Minister Isaac Herzog, Member of the Israeli Knesset and ICCA

2230 Rep. Hastings and Ms. Thompson depart Royal Banqueting House for Royal Horseguards Hotel via Embassy car/driver.

RON hotel.

Tuesday, February 17, 2009

0800 Rep. Hastings and Ms. Thompson depart Royal Horseguards Hotel for Lancaster House, Foreign and Commonwealth Office, via Embassy car/driver.

0830 – 0930 **Breakfast - Lancaster House**

- Rep. Chris Smith, Member of US Congress and ICCA
- Michael Gove, Shadow Secretary of State for Education, UK

0930 – 1045 Reports from Working Groups and Experts' Forum

1045 – 1145 **Plenary Session I - The Role of Parliament and the law in the fight against Antisemitism**

- Chair and Welcome: Rt. Hon Lord Malloch-Brown
- Alberto Nisman, Attorney-General, Argentina
- Hirsch Ballin, Minister of Justice, The Netherlands (tbc)
- Petra Pau, Vice-President, German Bundestag

1145 – 1300 **Plenary Session II - Antisemitism - The Global Threat**

- Chair: Abraham Foxman, National Director, Anti-Defamation League
- Jason Kenney, Secretary of State for Multiculturalism, Canada
- Rosemary Museminari, Foreign Minister of Rwanda (tbc)
- Dr. Solomon Passy, Chairman of the Foreign Affairs Committee and Former Foreign Minister, Bulgaria

1300 – 1400 **Lunch – Lancaster House**

2/12/2009 1:53:07 PM

- Dr. Barbara Prammer, President of the Austrian Parliament
- Eli Wiesel (tbc)
-

1400 – 1530 **Plenary Session III – Antisemitism in Contemporary Discourse**

Chair: David Harris, Executive Director, American Jewish Committee

- Dzamila Stehlikova, Minister for Minorities and Human Rights, the Czech Republic
- Eberhard van der Laan, Minister for Communities and Integration, the Netherlands (tbc)
- Propkopis Pavlopoulos, Minister of the Interior, Greece (tbc)

1530 – 1545 Break

1545 – 1700 **Plenary Session 4 – Final discussion of London Declaration**

- David Miliband, Foreign Secretary, United Kingdom
- Franco Frattini, Foreign Minister, Italy
- Chair: John Mann, Member of the UK Parliament and the ICCA Steering Committee, Chairman of the All-Party Parliamentary Group against Antisemitism

1715 Rep. Hastings and Ms. Thompson depart Lancaster House for Lambeth Palace, via Embassy car/driver.

1730 – 1900 **Reception - Lambeth Palace, Residence of The Archbishop of Canterbury**

- Chief Rabbi Sir Jonathan Sacks
- Senior Archbishop
- Tim Boswell, Member of the British Parliament and the All-Party Parliamentary Group against Antisemitism

Wednesday, February 18, 2009

TBD

0845 Embassy car/driver picks up CODEL Hastings at Royal Horseguards Hotel for trip to US Embassy. Accompanied by Jiu McDonald.

0915 CODEL Hastings arrives Embassy

0930 CODEL Hastings receives Requested Briefing

0930 Ms. Thompson departs Royal Horseguards Hotel via taxi.

2/12/2009 1:53:07 PM

1000- Ms. Thompson Meeting with Richard Reddie (**Tentative**)
 1100 Senior Co-ordinator - Black and Minority Ethnic Communities
 Stakeholders Team
 City Hall

1030 CODEL Hastings departs Embassy for Heathrow via Embassy car/driver.
 Accompanied by Jim McDonald

1100- Ms. Thompson has additional meetings TBD
 1400

1255 CODEL Hastings Departs London via OS-454 for Vienna.

1700 Ms. Thompson Meeting with Home Office's Michael Ainsworth

1800 RON London

Thursday, February 19, 2009

0900 Ms. Thompson Meeting with Janice Shersby, GEO Policy Director
 Equalities Ministry
 Local Government Building, Eland House, Bressenden Place in Victoria.

1000- Free
 1300

1300 Ms. Thompson Lunch Meeting with Paul Morrison and Stuart Young
 Of the Prevent Unit - the Home Office.

 Quilon Restaurant (Crowne Plaza St. James Hotel)
 45-51 Buckingham Gate
 London, SW1E 6AF
 United Kingdom

1400 Depart Lunch for Heathrow via Heathrow Express.

1620 Depart London Heathrow via UA-0925, for Dulles International Airport.

US Helsinki Commission Co-Chairman Hastings – Itinerary
Vienna, Austria
20-21 February 2009

UPDATED: 23:26, 19 February

Friday, 20 February - Vienna

Attire: Business

Forecasted Weather: Partly Cloudy highs in the mid 30's and lows in the upper 20's

- 07:30 Breakfast (ends at 12:00 noon)
Location: Radisson SAS Lobby Floor
- 08:35 Members meet in Hospitality Room
- 08:40 Members depart hotel for Hofburg
- 09:00 Joint Session of the three General Committees: (Neuer Saal / 2nd floor)
Participants: Members
-Special Debate on the proposal for a new European Security Architecture
-Special Presentation on the preparations for the Kazakhstan Chairmanship of the OSCE in 2010
- Accompanying Persons*
- 10:00 Mrs. Cardin, Mrs. Wicker, Dr. Whitehouse, Debbie and Embassy Representative Meet in Hospitality Room. Group will return to the hotel prior to departing for Spanish Riding School at the Hofburg.
NOTE: Other spouses are welcome to join.
- 11:15 Depart for the Spanish Riding School (Lippizaners) at the Hofburg
- 11:30 Meet interested members at Hofburg Main entrance for tour of Spanish Riding School (Members join at own discretion)
- 12:10 Depart Hofburg with Senator Whitehouse and Eric Pelofsky for Briefing at Bilateral Embassy (Meet Cindy Konisky at Post One)
- 12:30 Briefing by Dann Leibig
- 13:30 Spouses who desire depart Café Griensteidl for Belvedere Museum.
Remaining spouses will be dropped off at hotel
- 15:30 Depart Belvedere Museum for Hotel (earlier if desired)
- 19:00 Delegation meets in Hospitality room for departure to dinner
Participants: Delegation and Mr. Spencer Oliver, Secretary General of the OSCE PA
- 10:45 Pull Aside with the ODIHR Director: (Hofburg Café, Second Floor)
Participants: Senator Cardin and any interested Members
- 11:00 Meeting with OSCE Secretary General: (Hofburg Room 208)

Participants: Senator Cardin and any interested Members

- 11:30 Interested members meet spouses at Hofburg Main entrance for tour of Spanish Riding School (as desired)
- 12:00 Reception offered by the Delegation of Kazakhstan (Grosser Redoutensaal)
- 12:15 Remaining Members/Staff meet at Hofburg main entrance to depart for lunch at Café Griensteidl
- 12:30 Lunch
Location: Cafe Griensteidl
Participants: Delegation
- 13:30 General Committee on Democracy, Human Rights and Humanitarian Questions (Neuer Saal / 2nd floor)
- 14:00 Press Roundtable: (Hofburg Room 525)
Participants: Senator Cardin and any other interested Members
- 15:00 Meeting with Joao Soares, President of the OSCE PA: (Hofburg Room 207)
Participants: Senator Cardin and other interested Members
- 16:00 Closing Joint Session of the three General Committees (Neuer Saal / 2nd floor)
- Report by the OSCE PA Special Representative on Gender Issues followed by a debate
- Reports by the Chairs of the three General Committees
- Concluding statement by Joao Soares, President of the OSCE PA
- 16:45 Meeting with the Russian delegation: (Hofburg Room 201)
Participants: Members
- 17:45 Meeting with Russian delegation concludes. Delegation meets at Hofburg Main entrance for departure to hotel
- 19:00 Delegation meets in Hospitality room for departure to dinner
Participants: Delegation and Mr. Spencer Oliver, Secretary General of the OSCE PA

RON Radisson SAS Hotel, Vienna

Saturday, 21 February - Vienna/ Washington DC

Attire: Casual

Forecasted Weather: Snow high in the 30's and lows in the mid-to-low 20's (Washington)

- 06:30 Currency Exchange Opens in control room.
- 06:30 Breakfast available on Lobby level
- 06:30 Baggage Call (Place Luggage outside door, escorts will collect)
NOTE: Members with 2 story rooms let escorts know and we will bring the bags down the stairs for you.
- 07:00 Luggage Departs for Airport

- 08:00 Delegation meets in Hospitality room for Departure from Radisson SAS Hotel to airport
- 08:45 Depart Vienna (+1) en route Shannon, Ireland (0) for refuel
Flight time: 3:00
Set clocks back 1 hr
Breakfast provided
- 10:45 Arrive Shannon, Ireland for refuel
- 12:15 Depart Shannon Ireland (0) for Washington DC (Andrews) (-5)
Flight time: 7:45
Set clocks back 5 hrs
Lunch provided
- 15:00 Arrive Washington DC (Andrews)

EXHIBIT 13

**CODEL Hastings
Lisbon, Portugal
April 17-21, 2009**

Embassy Lisbon: Richard Reiter, Political Counselor, office: [351] 21-██████████, -2326; cell: [351] 91-██████████
 Gina Felix, Political Assistant, office: [351] 21-██████████, cell: [351] 91-██████████
 Embassy Post 1: [351] 21-██████████
 Hotel Tivoli: Avenida da Liberdade, 185; Lisbon; tel: [351] 21-██████████

Friday, April 17, 2009

13:25 Ms. Packer arrives Lisbon Airport, taxi to Hotel Tivoli
 15:55 Mr. Turner arrives Lisbon Airport, taxi to Hotel Tivoli
 RON Hotel Tivoli

Saturday, April 18, 2009

15:15 Co-Chairman Hastings arrives Lisbon Airport, Terminal 1, met by Political Counselor Richard Reiter and embassy vehicle
 Travel to Hotel Tivoli
 RON Hotel Tivoli

Sunday, April 19, 2009

11:00-11:30 Co-Chairman Hastings meeting w/ representative of Portuguese Roma community Mr. António Nunes, joined by Richard Reiter
 Hotel Tivoli, room TBD
 12:00 Meeting of the OSCE sub-committee on the rules of procedure
 (for sub-committee members only)
 Hotel Tivoli (room TBC)
 19:30 Departure from Hotel Tivoli
 Bus, embassy vehicle available
 20:00 Dinner hosted by João Soares, President of the OSCE PA.
 Dress code: informal (no tie)
 Restaurant: Faz Figura (Rua do Parniso, 15B; Tel: +351 21-██████████)
 RON Hotel Tivoli

Monday, April 20, 2009

9:00 Delegation departs Hotel Tivoli by embassy vehicle en route Parliament for OSCE PA Bureau Meeting

9:30 – 17:00 Meeting of the OSCE Parliamentary Assembly Bureau (Salão Nobre)
(See Draft Agenda in Section III of the briefing book)

13:00 Working Lunch

16:30 Co-Chairman Hastings departs Parliament via Embassy vehicle, accompanied by Gina Felix

17:00 Courtesy call on Ambassador Stephenson and DCM David Ballard

17:30 Embassy briefing

18:30 Embassy vehicle takes Co-Chairman Hastings to Hotel Tivoli

19:00 Dinner with Spencer Oliver
TBD

RON Hotel Tivoli

7:05
/

Tuesday, April 21, 2009

Time tbc Embassy van departs Hotel Tivoli en route Lisbon airport

07:55 Co-Chairman Hastings and Mr. Turner depart Lisbon ert Frankfurt on UA8862
Ms. Packer depart Lisbon ert Zurich on LX 4581

11:00 Arrive Frankfurt and met by expediter Chris Ramey (0170) [REDACTED]
Contact in case of emergency: David Paradise, *Vice Consul*
Email: [REDACTED]@state.gov
From the U.S.: Office: (011) 49-69-[REDACTED] Cell: [REDACTED]
From Germany: Office: 069-[REDACTED] Cell: [REDACTED]

12:20 Depart Frankfurt for Washington Dulles Airport

15:06 Arrive Washington, D.C.

* * *

EXHIBIT 14

CODEL Hastings Itinerary
Dublin, Ireland
May 24-29, 2009

Sunday, May 24

- 5:00 PM Depart residence for Dulles Airport with Colonel (Ret) Shubert
- 7:30 PM Departure of Rep. Hastings and Colonel (Ret) Shubert via Aer Lingus (EI 0118) from Dulles (Rep. Hastings - Confirmation # SLNTGA)

Monday, May 25

- 7:40 AM Arrival of Rep. Hastings and Colonel (Ret) Shubert in Dublin
 Met by Dwight Nystrom
 Cell Phone: [REDACTED]

8:15 AM Depart airport for hotel

9:00 AM Arrive Conrad Hotel

Check-in

Conrad Dublin Hotel
 2 Earlsfort Terrace
 Dublin 2, Ireland
 Tel: (353) 1 [REDACTED]
 Fax: (353) 1 676 5424
www.conrad-international.ie

Day as Desired

- Evening [Departure of Ms. Han and Mr. Johnson via Aer Lingus (EI 0118) from Dulles]
 Ms. Shelly Han - Confirmation # N8RKWA
 Mr. Alex T. Johnson -- Confirmation # X8CMH6

Tuesday, May 26

- 7:40 AM Arrival of Ms. Han and Mr. Johnson in Dublin
 Taxi from airport to hotel

Morning Check-in

- 9:30 AM CM Hastings and Col Shubert Meet in Hotel Lobby
- 9:35 AM Depart Hotel for Embassy
- 9:50 AM Arrive Embassy
- 10:00 AM Country Team and Regional Affairs Briefings
- TBD Meeting with Irish officials
- 2-8 PM [Shelly] Registration at the venue
 The Shelbourne Hotel
 St. Stephen's Green
 Dublin 2, Ireland
 Tel: (353) 1 [REDACTED]
 Fax: (353) 1 661 6006
www.theshelbourne.ie

Evening: Open

Wednesday, May 27

- 8:35 AM Arrival of Rep. Issa in Dublin
 American Airlines Flight #92 from Chicago (Confirmation #CTQTSR)
 Met by Dwight Nystrom
 Cell Phone: [REDACTED]
- 9:00 AM Rep. Issa leaves airport
- 9:30 AM Rest of Delegation to meet in lobby of Conrad Hotel
- 9:35 AM Depart for Shelbourne Hotel
- 10:00-1:00 **Inaugural Session: The World Financial Crisis and its Effects in the OSCE**
 Welcoming Remarks by Mr. John O'Donoghue, President of the House of Representatives -- Parliament of Ireland
 Welcoming Remarks by Mr. Pat Moylan, President of the Senate -- Parliament of Ireland
 Opening Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly

Opening Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Keynote Address: Mr. Brian Lenihan, T.D., Minister for Finance of Ireland

Open Debate

1:00-3:00 PM Lunch Break

3:00-6:00 PM **Session 1: Responses to the Financial Crisis: Free Trade vs. Protectionism**

Chair / Moderator: Senator Jerry Grafstein (Canada), Vice-President of the OSCE Parliamentary Assembly

Speakers: Mr. Austin Hughes, Chief Economist, KBC Bank, Brussels
 Mr. Mikhail V. Popov, First Deputy Chairman of the Management Committee of the NOVATEK Company, Russian Federation
 Professor Ray Kinsella, UCD Smurfit School of Business, Visiting Professor at the Institute of European Finance.

5:00-5:15 PM Coffee break

5:15 - ? Open Debate

8:00 PM Dinner Hosted by the Presidents of the House of Representatives and the Senate of the Parliament of Ireland -- Guinness Storehouse

Thursday, May 28

9:00 AM Breakfast meeting with Mr. Jonas Moberg, Head of the Secretariat, EITI
 Conrad Hotel

9:45 AM Depart for Shelbourne Hotel

10:00 AM **Session 2: Financial Regulations and Good Governance**

Chair / Moderator: Mr. Petros Efthymiou (Greece), Chairman of the General Committee on Economic Affairs, Science and Technology, OSCE PA

Panel on Resources, Revenue, and Responsibility: Strengthening Revenue and Budget Transparency through the Extractive Industries Transparency Initiative

Keynote Speaker: Congressman Alcee L. Hastings, Co-Chairman of the U.S. Helsinki Commission

Panelists: Mr. Jonas Moberg, Head of the International Secretariat, Extractive Industries Transparency Initiative (EITI)

Mr. Kuanysh Sultanov, Chairman of the Committee on International Relations, Defense and Security of the Senate of the Parliament of Kazakhstan

Mr. Anders Johnsson, Secretary General of the Inter-Parliamentary Union (IPU)

Mr. Patrick Honohan, Professor of International Financial Economics and Development at Trinity College, Dublin

11:15-11:30 Coffee Break

11:30-1:00 PM Open Debate

1:00-2:30 PM Lunch Break

2:30-5:00 PM Session 3: Social Consequences of the Crisis: The Case of Migration

Chair / Moderator: Ms. Walburga Habsbourg-Douglas (Sweden), Vice-Chair of the General Committee on Democracy, Human Rights and Humanitarian Questions of the OSCE PA

Speakers: Mr. Goran Svilanovic, OSCE Co-ordinator of OSCE Economic and Environmental Activities

Ms. Siobhán O'Donoghue, Director of the Migrant Rights Centre of Ireland

(Additional speakers tbc)

3:45-4:00 PM Coffee Break

4:00-5:00 PM Open Debate

5:00-5:30 PM Closing Session

Concluding Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Concluding Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly

7:30 PM Buffet style dinner hosted by Mr. Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly - Clontarf Castle

Friday, May 29

9:45 AM Meet in Hotel Lobby and depart for airport

10:30 AM Arrive Airport

12:30 PM Departure of Rep. Hastings, Ms. Han, and Colonel Shubert via Aer Lingus (EI 0119) from Dublin

3:10 PM Arrival of Rep Hastings, Ms. Han, and Colonel Shubert at Dulles

Saturday, May 30

9:05 AM Departure of Mr. Johnson via BMI British Midland (BD 0122) from Dublin

10:30 AM Arrival of Mr. Johnson in London

12:00 PM Departure of Mr. Johnson via United Airlines (UA 0919) from London

3:08 PM Arrival of Mr. Johnson in Dulles

TUESDAY 26 MAY 2009

Arrival of Delegates, accommodation and registration

14:00 -20:00: Registration at the Hotel Shelbourne

WEDNESDAY 27 MAY 2009

9:00: Registration at the Hotel Shelbourne

10:00 – 13:00 INAUGURAL SESSION: THE WORLD FINANCIAL CRISIS AND ITS EFFECTS IN THE OSCE

Welcoming Remarks by Mr. John O'Donoghue, President of the House of Representatives -- Parliament of Ireland

Welcoming Remarks by Mr. Pat Moylan, President of the Senate -- Parliament of Ireland

Opening Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly

Opening Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Keynote Address(es) (Mr. Brian Cowen, Prime Minister of Ireland or Mr. Brian Lenihan, Minister for Finance of Ireland)

Open Debate

13:00 – 15:00 *Lunch Break*

15:00 – 18:00 SESSION I: RESPONSES TO THE FINANCIAL CRISIS: FREE TRADE VS. PROTECTIONISM

Chair / Moderator: Senator Jerry Grafstein (Canada), Vice-President of the OSCE Parliamentary Assembly

Speakers: Mr. Austin Hughes, Chief Economist at KBC Bank, Brussels

Mr. Mikhail V. Popov, First Deputy Chairman of the Management Committee of the NOVATEK Company, Russian Federation

Professor Ray Kinsella, UCD Quinn School of Business

(17:00 – 17:15 Coffee break)

Open Debate

Evening: Dinner Hosted by the Presidents of the House of Representatives and the Senate of the Parliament of Ireland

THURSDAY 28 MAY 2009**10:00 – 13:00 SESSION 2: FINANCIAL REGULATIONS AND GOOD GOVERNANCE**

Chair / Moderator: Mr. Petros Efthymiou (Greece), Chairman of the General Committee on Economic Affairs, Science and Technology, OSCE PA

Panel on Resources, Revenue, and Responsibility: Strengthening Revenue and Budget Transparency through the Extractive Industries Transparency Initiative

Keynote Speaker: Congressman Alcee L. Hastings, Co-Chairman of the US Helsinki Commission

Panelists: Representative of the Secretariat of the Extractive Industries Transparency Initiative (EITI)

Mr. Anders Johnson, Secretary General of the IPU

Mr. Patrick Honohan, Professor of International Financial Economics and Development at Trinity College, Dublin

Representative of Kazakhstan

(11:15 – 11:30 Coffee Break)

Open Debate

13:00 – 14:30 Lunch Break

14:30 – 17:00 SESSION 3: SOCIAL CONSEQUENCES OF THE CRISIS: THE CASE OF MIGRATION

Chair / Moderator: Ms. Welburga Habsbourg-Douglas (Sweden), Vice-Chair of the General Committee on Democracy, Human Rights and Humanitarian Questions of the OSCE PA

Speakers: Mr. Goran Svilanovic, OSCE Co-ordinator of OSCE Economic and Environmental Activities

(Additional speakers tbc)

(15:45 – 16:00 Coffee Break)

Open Debate

17:00 – 17:30 CLOSING SESSION

Concluding Remarks by Senator Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

Concluding Remarks by Mr. João Soares, President of the OSCE Parliamentary Assembly

Evening: Reception/dinner hosted by Mr. Ivor Callely, Head of the Irish Delegation to the OSCE Parliamentary Assembly

FRIDAY 29 MAY 2009

EXCURSION -- Dublin and Wicklow

* * *

EXHIBIT 15

CODEL HASTINGS

Tirana, Albania

June 26-29

Friday, June 26, 2009
 Partly Cloudy 77°/61° 20 % rain

- 7:10 AM Arrive Frankfurt
 - Met by Jeff Biron
 - Set watch forward 6 hours
 - \$1.40= Euro 1
- 8:00 AM Depart airport for Wiesbaden
- 8:40 AM Arrive Wiesbaden Army Airfield
- 9:00 AM Depart Wiesbaden for Albania
 - 2 hours 15 minutes en-route



Rain / Thunder

78°/57°

60 %

- 11:15 AM Arrive Tirana, Albania
 - Met by Vic Myev
- 11:15 AM Depart for Tirana
- 12:00 PM Arrive Sheraton Hotel
 - Check-in
 - Per Diem issued
 - \$1.00 = 93.34 *Leke*
Sheraton Tirana Hotel
 Sheshi Italia · Tirana · Albania
 Phone: (355)(4) XXXXXXXXXX
- 1-7 PM OSCE PA election briefings
 Dinner as Desired

RON TIRANA

Saturday, June 27*Attire: Business Attire**Breakfast is included in hotel room rate*

☁ Scattered Showers 83°/58° 30 % rain

09:00-14:00 OSCE PA election briefings
- Hotel Sheraton

12:15 Depart hotel for Ambassador Withers' residence

12:30-14:00 Lunch/briefing hosted by U.S. Ambassador Withers

16:30 Invited to BBQ at OSCE Head of Presence residence (TBC)

TBD Dinner as Desired

RON TIRANA**Sunday, June 29***Attire: Business Attire**Breakfast is included in hotel room rate*

☁ Foggy 86°/58° 20 % rain

07:00 Depart Sheraton for election observation
(time my shift depending on polling station opening time)

22:30 OSCE PA election debrief, Hotel Sheraton
(or as observers return after the count)

TBD Dinner as Desired

RON TIRANA**Monday, June 29***Attire: Business Attire**Breakfast is included in hotel room rate*

	Rain / Thunder	86°/58°	60 % rain
10:00 AM	Embassy briefings		
??:??	OSCE press conference		
3:00 PM	Depart Tirana for Vilnius, Milair <i>(time TBC, depending on press conference)</i>		
	Partly Cloudy	75°/56°	10 % rain
6:30 PM	Arrival Vilnius - <i>2.5 hours enroute</i> - <i>Set watch ahead 1 hour</i> - <i>Meet by Tim O'Connor</i>		

JOIN CODEL CARDIN

Tirana, Albania

Current Weather Conditions updated 8:24 AM ET June 23

Extended Forecast

Thu Jun 25	Fri Jun 26	Sat Jun 27	Sun Jun 28	Mon Jun 29	Tue Jun 30	Wed Jul 1	Thu Jul 2
							
77° 58°	78° 63°	81° 65°	86° 64°	88° 64°	90° 64°	91° 65°	90° 65°
Showers	Cloudy	TShowers	TShowers	Showers	Sunny	M/Cloudy	Rain

CODEL CARDIN DAILY SCHEDULE for
Tuesday, 30 June 2009

Weather Prediction:

Vilnius: High 78* F Overnight Low- 62* F
Partly Cloudy- 20% Chance of Rain
Sunrise 4:46AM Sunset 9:59 PM
70 % humidity

Minsk: High 76* F Overnight Low- 59* F
Mostly Sunny- 10% chance of rain
63 % humidity

7:00-10:00AM Breakfast Served on the 1st Floor. The restaurant is located to your left when you exit the elevator on the first floor. (Cost included in your room rate)

8:00 AM First bus departs hotel en route Seimas. (Shuttle busses will depart the hotel every 30 minutes throughout the day) * See schedule at the bottom of itinerary*

Minsk, Belarus Itinerary

0800 Depart from hotel in Vilnius by bus (meet in delegation Room)
Accompanied by Embassy Minsk Chargé Jonathan Moore and Regional Security Officer Christine Putz

0830 Met at border and escorted by Belarusian traffic police unit "Strela"

1115 Arrival at Crowne Plaza hotel, Minsk
Meeting participants remain on bus, continue to Presidential Administration
[Others continue in separate vehicle to art museum, rejoining at lunch]

1130 Meeting with President Alyaksandr Lukashenka (Senators, Members of the House, Mr. Turner, Chargé Moore)
Expected Belarusian attendees:
Mr. Vladimir Makey, Head, Presidential Administration
Mr. Sergey Martynov, Minister of Foreign Affairs
Mr. Boris Batura, Chair of the Council of the Republic
Mr. Vladimir Andreychenko, Speaker of the House of Representatives
Mr. Valentin Rybakov, Foreign Policy Advisor to the President

1230 Buffet lunch at Crowne Plaza hotel with Belarusian political and civil society leaders in private room on 6th floor
[Light refreshments, restrooms, and vendors available in 4th floor Presidential Suite; US\$ cash and checks will be accepted]

Confirmed Belarusian guests:

Mr. Alyaksandr Kazulin, 2006 presidential candidate, former political prisoner
Mr. Viktor Karniyonka, Deputy Chair, "For Freedom" movement
Mr. Vintsuk Vyachorka, Deputy Chair, Belarusian Popular Front
Mr. Anatol Lyabedka, Chair, United Civic Party
Ms. Zhanna Litvina, Chair, Belarusian Association of Journalists
Mr. Oleg Gulak, Chair, Belarus Helsinki Committee
Mr. Vital Rymasheuski, Co-Chair, Belarusian Christian Democracy Party
Mr. Sergey Kalyakin, Chair, Belarusian Party of Communists
Mr. Artur Finkevich, Chair, "Young Belarus" movement

1430 Depart Crowne Plaza hotel for Embassy

1445 Press conference at Embassy, brief tour of Embassy grounds (optional)

[NOTE: Times are notional from this point forward]

1515	Depart Embassy for historical tour
1525	Visit to Jewish cemetery site
1540	Depart for "Yama" memorial
1550	Visit "Yama" memorial
1600	Depart "Yama" memorial for Jewish community center
1630	Depart Jewish community center for Victory Square
1640	Informal ceremony at Victory Monument Met by a Minsk Deputy Mayor
1650	Depart Victory Square for Kurapaty en route to Vilnius
1710	Visit Kurapaty site (burial place of thousands of victims of Stalinist repression)
1730	Depart Kurapaty, continue to Vilnius
1930	Arrive Vilnius

9:00- 11:00 AM	General Committee on Political Affairs and Security (March 11 Hall at the Seimas) Opening remarks by the Chair of the Committee Introduction of the Draft Resolution by the Rapporteur Debate
9:00 – 11:00 AM	General Committee on Economic Affairs, Science Technology and Environment (Plenary Chamber) Opening remarks by the Chair of the Committee Introduction of the draft resolution by the Rapporteur Debate
11:00-11:30 AM	Coffee Break
11:30 AM- 1:30 PM	Special Plenary Session (March 11 Hall at the Seimas) Call to Order/ Mr. Joao SOARES, President of the OSCE Parliamentary Assembly Remarks by Mr. Vygudas USACKAS, Foreign Minister, Republic of Lithuania Address by Ms. Theodora BAKOYANNIS, Minister of Foreign Affairs of Greece. Chairperson-in-Office of the OSCE followed by a question and answer session.
3:30- 6:30 PM	Guided tour of Trakai (anyone planning to travel to Trakai should meet at the main gate of the Seimas no later than 3:30 PM)
6:30- 9:30 PM	Reception hosted by the Lithuanian Delegation Belmontas Entertainment and Recreation Center

END OFFICIAL SCHEDULE FOR TUESDAY

ACCOMPANYING PERSONS SCHEDULE FOR TUESDAY

10:00 AM	Depart Hotel en route Lithuanian National Museum, walking (Meet in Computer Room on 4 th Floor)
10:30 AM	Visit the Lithuanian National Museum
1:00-2:30 PM	Lunch- Csarda (Hungarian)
2:30-3:00 PM	Travel back to hotel.
3:00- 3:30 PM	Bus departs for main gate of Seimas
3:30- 6:30 PM	Guided tour of Trakai
7:30- 9:30 PM	Reception hosted by Lithuanian delegation at Belmontas.

END ACCOMPANYING PERSONS SCHEDULE

DAILY NOTES:

Tips to keep your room cool:

In order for your air conditioner to work your key must be kept in the key slot inside your door. When you remove your key your air conditioner will turn off. Recommend inserting a business card or piece of paper in this slot and leaving it in throughout the day so your room will be cool when you return.

****Your air conditioner WILL NOT work if your window is open****

IMPORTANT PHONE NUMBERS:

Dr Smerlee- Located in room 225 (to reach him by phone within the hotel dial 9-225)

CAPT Nowell- Located in room 228 (to reach him dial 9-228)

LT McGuffie- Located in room 403 (to reach him dial 9-403)

PLEASE CONTACT US IF YOU HAVE ANY PROBLEMS or QUESTIONS

BUS SCHEDULE:

Buses departing the Hotel (en route Seimas):

7:30 AM, 8:00 AM, 8:30 AM, 9:00 AM, 9:30 AM, 10:00AM, 10:30AM, 11:00 AM, 11:30 AM, 12:00PM, 12:30 PM, 1:00PM, 1:30 PM, 2:00PM, 2:30 PM, 3:00 PM, 3:30 PM, 4:00 PM, 4:30 PM, 5:00 PM, 5:30 PM, 6:00 PM

Buses departing the Seimas (en route Hotel):

7:45 AM, 8:15 AM, 8:45AM, 9:15 AM, 9:45 AM, 10:15 AM, 10:45 AM, 11:15 AM, 11:45 AM, 12:15 PM, 12:45 PM, 1:15PM, 1:45 PM, 2:15 PM, 2:45PM, 3:15 PM, 3:45 PM, 4:15 PM, 4:45PM, 5:15 PM, 5:45 PM, 6:15 PM

10-7960_0097

CODEL CARDIN DAILY SCHEDULE for
Wednesday, 1 July, 2009

Weather Prediction:

Vilnius: High 78* F Overnight Low- 62* F
 Mostly Sunny- 0% Chance of Rain
 Sunrise 4:46AM Sunset 9:59 PM
 73 % humidity

7:00-10:00AM Breakfast Served on the 1st Floor. The restaurant is located to your left when you exit the elevator on the first floor. (Cost included in your room rate)

8:00 AM First bus departs hotel en route Seimas. (Shuttle busses will depart the hotel every 30 minutes throughout the day) * See schedule at the bottom of itinerary**

0850 Accompanying Persons Meet in the lobby. ** See schedule at bottom of page**

0900 -- 1030 **General Committee on Democracy, Human Rights and Humanitarian Questions** (*March 11 Hall*)

Debate (cont'd)

Consideration of amendments

0900 -- 1030 **General Committee on Economic Affairs, Science, Technology and Environment** (*Plenary Chamber*)

Debate (cont'd)

Consideration of amendments

0950 Delegation meet in European Information Room (located in the Seimas) in preparation for meeting with Speaker of Seimas. (to make this meeting you need to catch the 0930 shuttle from the hotel)

1000 U.S. Delegation meeting with the Speaker of Seimas (Parliament) of the Republic of Lithuania and the head of the Delegation of the OSCE PA Vilija Aleknaite-Abramikiene (Press: photo only at the top or bottom of meeting) **May need to be rescheduled depending on committee work**

1100 Press Conference (Press Conference Hall, Seimas Building)

1030 -- 1100 Coffee break

1100 -- 1230 **General Committee on Political Affairs and Security** (*March 11 Hall*)

Debate (cont'd)

Consideration of amendments

1245 -- 1415 **Working Lunch on Gender Issues** (*Seimas Restaurant*)

1430 -- 1600 **General Committee on Economic Affairs, Science, Technology and Environment** (*Plenary Chamber*)

Consideration of amendments and adoption of Resolution

Supplementary Items

- 1430 – 1600 **General Committee on Democracy, Human Rights and Humanitarian Questions (March 11 Hall)**
Consideration of amendments and adoption of Resolution
Supplementary items
- **1450** *U.S. Delegation gather in European Information Room at the Seimas in preparation for the 1500 meeting.*
- 1500 U.S. Delegation meeting with Minister of Foreign Affairs Vygaudas Usackas (Press: Photo only at top of meeting)
- 1600 – 1630 Coffee Break
- 1600 U.S. Delegation meet with the Russian Delegation (European Information Room in the Seimas) (tentative)
- 1630 – 1800 **General Committee on Political Affairs and Security (March 11 Hall)**
Consideration of amendments and adoption of Resolution
Supplementary Items
- 1800 *Transportation departs Seimas en route British Embassy*
- 1800 *U.S. Delegation Depart Hotel for British Embassy Reception (meet in delegation room)*
- 1830 Annual UK-US Reception at British Embassy (For Entire Delegation)
- 1945 CODEL Dinner

ACCOMPANYING PERSONS SCHEDULE

- 0850 **Accompanying Persons meet in the Lobby**
- 0900 **Depart hotel for Green House Museum**
- 0920-1020 Green House (Holocaust) Museum
 Objective: Visit small museum that provides a description of the Holocaust in Lithuania and major figures in Lithuanian Jewish History. Cost of entry is 5 litas per person. Rachel (Rocha) Konstantian of the Museum has agreed to provide a tour without charge but any support is welcome.
- 1020-1040 Travel to Gediminas Castle and Museum
- 1040-1200 Gediminas Castle and Museum
 Objective: Visit one of the most noticeable sites in Vilnius; take funicular to up to castle and museum. Funicular charge is 2 litas per person. Entry cost is 5 litas per person.
 English speaking guides available for 50 litas for groups of ten or more.
- 1200-1220 Travel to Tores Restaurant in Užupis
- 1220-1400 Lunch - Tores Restaurant (Lithuanian grill); in outside seating area with good overlook if there is no rain
- 1400-1410 Travel to St. Anne's Church

1410-1500	St. Anne's Church
	Objective: Dating from the 15th century, the church was constructed from thirty three different shapes of brick.
1500-1510	Travel back to hotel
1515-1525	Walk to Gates of Dawn
1525-1625	Gates of Dawn
	Objective: View last remaining gate of town fortifications and 17th century image of Virgin Mary.
1625-1635	Return to hotel
1800	Depart hotel for British Embassy (meet in the Delegation Room)
1830-1915	British reception for delegation at British Embassy (For entire delegation)
1915	Depart British Embassy for dinner
1945	Delegation dinner for entire group; location to be decided

DAILY NOTES:

Tips to keep your room cool:

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****Your air conditioner WILL NOT work if your window is open****

IMPORTANT PHONE NUMBERS:

Dr Sumerleo- Located in room 225 (to reach him by phone within the hotel dial 9-225)

CAPT Nowell- Located in room 228 (to reach him dial 9-228)

L.T McGuffie- Located in room 403 (to reach him dial 9-403)

PLEASE CONTACT US IF YOU HAVE ANY PROBLEMS or QUESTIONS

BUS SCHEDULE:

Buses departing the Hotel (en route Seimas):

7:30 AM, 8:00 AM, 8:30 AM, 9:00 AM, 9:30 AM, 10:00AM, 10:30AM, 11:00 AM, 11:30 AM, 12:00PM, 12:30 PM, 1:00PM, 1:30 PM, 2:00PM, 2:30 PM, 3:00 PM, 3:30 PM, 4:00 PM, 4:30 PM, 5:00 PM, 5:30 PM, 6:00 PM

Buses departing the Seimas (en route Hotel):

7:45 AM, 8:15 AM, 8:45AM, 9:15 AM, 9:45 AM, 10:15 AM, 10:45 AM, 11:15 AM, 11:45 AM, 12:15 PM, 12:45 PM, 1:15PM, 1:45 PM, 2:15 PM, 2:45PM, 3:15 PM, 3:45 PM, 4:15 PM, 4:45PM, 5:15 PM, 5:45 PM, 6:15 PM

EXHIBIT 16

CODEL Cardin
Athens, Greece
8-12 October 2009**Thursday, 8 October- Washington DC***Attire: Travel Casual**Forecasted Weather: Mostly Sunny: High 71 Low 56*

- **1700** Members depart Capitol Hill en route Andrews Air Force Base
- **1800** Depart Washington DC (Andrews) (GMT -4) via MILAIR en route Athens, Greece (GMT +3)
Flight Duration: 10hrs
Advance clocks: 7hrs

*** Times tentative- depending on House and Senate schedules/votes***Friday, 9 October- Athens***Attire: Business**Forecasted Weather: Sunny: High 80 Low 64*

- **1100** Arrive Athens
- 1140 Arrive Hotel (Conference Venue)
- Hotel Check-in, Distribute Per Diem, Currency Exchange, Conference Registration
- DIYANI APOLLON PALACE*
10 Ag. Nikolaou & Iliou Str.
166 71 Athens-Vouliagmeni - Greece
Tel. +30 210 [REDACTED]
Fax +30 210 9658010
- 1100-1330 **SESSION 1: Regional Cooperation in Energy Security (**US DELEGATION WILL MISS THIS SESSION**)**
- Chair/Moderator: Mr. Petros EFTHYMIOU, Vice-President of the OSCE Parliamentary Assembly
- Keynote speakers:**
- Mr. Giorgos SALAGODIS, MP, Chairman of the Standing Committee on Production and Trade of the Hellenic Parliament
- Dr. Volodymyr SAPRYKIN, Director of Energy Programmes – Centre for Economic and Political Studies of Ukraine, Razumkov
- Mr. Simos SIMOPOULOS, Chairman of the Regularity Authority for Energy (RAE), Professor, National Technical University of Athens (NTUA)
- Keynote speaker from the Russian Federation - (TBC)
- Open debate
- 1315 Depart hotel for lunch at Panorama Restaurant (near hotel)

1330-1500 Lunch for U.S. Delegation at Panorama Restaurant
 1500 Delegates/Staffers return to hotel for afternoon session. (Accompanying persons depart in separate van for downtown)

1500 **Begin Accompanying Persons Schedule**
 Depart Restaurant for downtown Athens

1600-1745 Walking tour of historical Monastiraki and Plaka districts.

1745 Depart downtown Athens en route Hotel

1830 Arrive Hotel- Down time

2030 Reception hosted by the Head of the Hellenic Delegation to the OSCE PA, Mr. Panayotis SKANDALAKIS

1530-1800 **SESSION 2: Climate and Environmental Policy- The Road to Copenhagen**

Chair/Moderator: Member of the Bureau of the OSCE Parliamentary Assembly

Keynote speakers:

Senator Benjamin CARDIN, Chairman of the Commission on Security and Cooperation in Europe, Vice-President of the OSCE Parliamentary Assembly

Mr. Kyriakos MITSOTAKIS, MP, Chairman of the Special Permanent Committee on Environmental Protection of the Hellenic Parliament

Mr. Dimitris VARVARIGOS, MP, Vice-Chairman of the Special Permanent Committee on Environmental Protection of the Hellenic Parliament

Mr. Dinitris LALAS, former Professor, University of Athens, Department of Meteorology

Representative of the Government of Denmark (TBC)

Open debate

2030 Reception hosted by the Head of the Hellenic Delegation to the OSCE PA, Mr. Panayotis SKANDALAKIS

Location: Astir Palace Hotel

RON *DIPANI APOLLON PALACE Hotel, Athens*

Saturday, 10 October-Athens

Athens: Business

Forecasted Weather: Sunny; High 79 Low 64

0630 Control/Hospitality Room Opens

0830 **Begin Accompanying Persons Schedule**

	Meet Leila Kangar and George Frowick in hospitality suite. Depart hotel for Cape Sounion
0900-1100	Tour Cape Sounion and the Temple of Poseidon
1145-1330	Lunch at seaside restaurant
1400	Return to hotel, downtime
1515	Depart hotel for downtown Athens. Joined by Sen. Voinovich, Rep. McIntyre
1600 – 1730	Tour Roman Agora, Roman Forum, Tour of the Winds (Combined group of members (listed above) and accompanying persons * Archaeologist Dr. Harris of the American Classical Studies school will act as the tour guide.
2030	Reception hosted by the Head of the Hellenic Delegation to the OSCE PA, Mr. Panayotis Skandalakis . Location: On-site at the Divani Apollon Palace Hotel

1000-1200 **SESSION 3: Optimal Utilization of Natural Resources for Human Security**

Chair / Moderator: Member of the Bureau of the OSCE Parliamentary Assembly

Keynote Speakers:

Mr. Kassym-Jomart TOKAYEV, Chairman of the Senate of the Republic of Kazakhstan, Vice-President of the OSCE Parliamentary Assembly

Mr. Goran SVILANOVIC, Co-ordinator of OSCE Economic and Environmental Activities

Mr. Theodoros PANGALOS, MP, Chairman of the Political Committee of the European Security and Defense Assembly of the WEU

Open debate

1200-1215 Coffee Break

1215-1245 **CLOSING SESSION of the Conference on Energy Security and Environment**

Concluding Remarks by a Representative of the Hellenic Parliament

Concluding Remarks by the President of the OSCE Parliamentary Assembly

1500-1800 **MEETING OF THE STANDING COMMITTEE (Senator Cardin and Rep. Hastings Only)**

2030 Dinner hosted by the President of the Hellenic Parliament, Mr. Dimitrios G. SIOUFAS

Location: Divani Apollon Palace Hotel

ROK *DIVANI APOLLON PALACE Hotel, Athens*

Sunday, 11 October: Athens

Attn: Business

Forecasted Weather: Sunny; High 77 Low 64

0630 Control/Hospitality Room Opens

0750	Begin Accompanying Persons Schedule Depart hotel for Piraeus port. Meet tour guide at Piraeus port.
0850	Depart on Hellenic Seaways Flying Dolphin hydrofoil to Aegina
0935	Arrive Aegina
0940 – 1345	Taxi tour of Temple of Aphaia, walking tour of Aegina port town, lunch at seaside restaurant*
1405	Depart Aegina for Port of Piraeus on Hellenic Seaways Flying Dolphin hydrofoil
1445	Arrive in port of Piraeus. Take embassy van to Acropolis Museum
1530	Arrive Acropolis Museum, meet full delegation in museum café
1600 – 1730	Tour Acropolis Museum
1745	Depart museum for hotel, downtime (next event: Delegation dinner at 2000)

1015-1115 **The OSCE Mediterranean Dimension/Prospects and Challenges**

Chair / Moderator: Mr. Alice L. HASTINGS, OSCE PA Special Representative for Mediterranean Affairs

Remarks by Mr. Joao SOARES, President of the OSCE Parliamentary Assembly

Remarks by Ms Elsa PAPADIMITRIOU, Vice President of the Hellenic Parliament, Vice-President of the Executive Committee of the Inter-parliamentary Union

Remarks by Mr. Sotiris ROUSSOS, Personal Representative of the OSCE Chairman ship-in-Office for Mediterranean Partners

“The OSCE and the Mediterranean: prospects and challenges”

Keynote address by Ambassador Marc PERRIN de BRICHAMBAULT, Secretary General of the OSCE, followed by question & answer period.

1115-1130 Coffee Break

1115-1200 Press event at Hotel (room TBD)

1130-1330 **SESSION on Trade and Economic Cooperation in the Mediterranean**

Chair / Moderator: Senator Jerry GRAFSTEIN Vice-President of the OSCE Parliamentary Assembly

Keynote speakers:

Mr. Jason AZZOPARDI, Ministry of Finance, Economy and Investment of the Republic of Malta

Mr. Konstantinos AGORASTOS, MP, Chairman of the Standing Committee on Economic Affairs of the Hellenic Parliament

Statements by Parliamentary Representatives from the OSCE Mediterranean Partners for Cooperation

General Debate

1330-1345 **Closing of the OSCE PA Fall Meetings 2009**

Concluding Remarks by Mr. Pannayotis SKANDALAKIS, Head of the Hellenic Delegation to the OSCE Parliamentary Assembly

Concluding Remarks by Mr. Petros EFTHYMIU, Vice-President of the OSCE Parliamentary Assembly

Concluding Remarks by Mr. Joao SOARES, President of the OSCE Parliamentary Assembly

1400 Delegation departs hotel for Acropolis Museum

1445 Lunch at Acropolis Museum Cafe

1545 Accompanying persons meet up with delegation at cafe

1600-1730 Tour Acropolis Museum
Tour led by public diplomacy specialist Evgenia Diatsigkou

1745 Return to Hotel

2000-2130 Delegation Dinner

2230 Hospitality/Control Room closes for the evening

RON *DIVANI APOLLON PALACE Hotel, Athens*

Monday, 12 October- Athens/Washington DC

Athens: Travel Casual

Forecasted Weather: Partly Cloudy; High 77 Low 63

0455 *Rep Hastings departs hotel en route airport.*

0630 *Control Room/Hospitality Room opens*

0800 CODEL Baggage Call/ Currency Exchange

0800 Members of Congress and Staff Depart Hotel for US Embassy

0900-1000 Country Team Briefing (U.S. Embassy)

1000 Accompanying Persons depart Hotel (no one will be returning to the Hotel after this departure)

1000-1045 Possible Bi-Lit

1100-1200 Full Delegation tour of Acropolis (advise wearing sturdy/comfortable shoes)

1300-1430 Full delegation lunch at Filhron Kouzina Restaurant

1530-1630 Tour Roma Camp
Tour led by Political Officer David Maehke and Political Specialist Cissy Hristodoulak. Distribution of food and clothing donated by embassy staff.

1645 Arrive airport

1700 Depart Athens (GMT +3) en route Shannon Ireland (GMT +1)
Flight Time: 4 hrs 15 min
Retard Clocks 2 hours

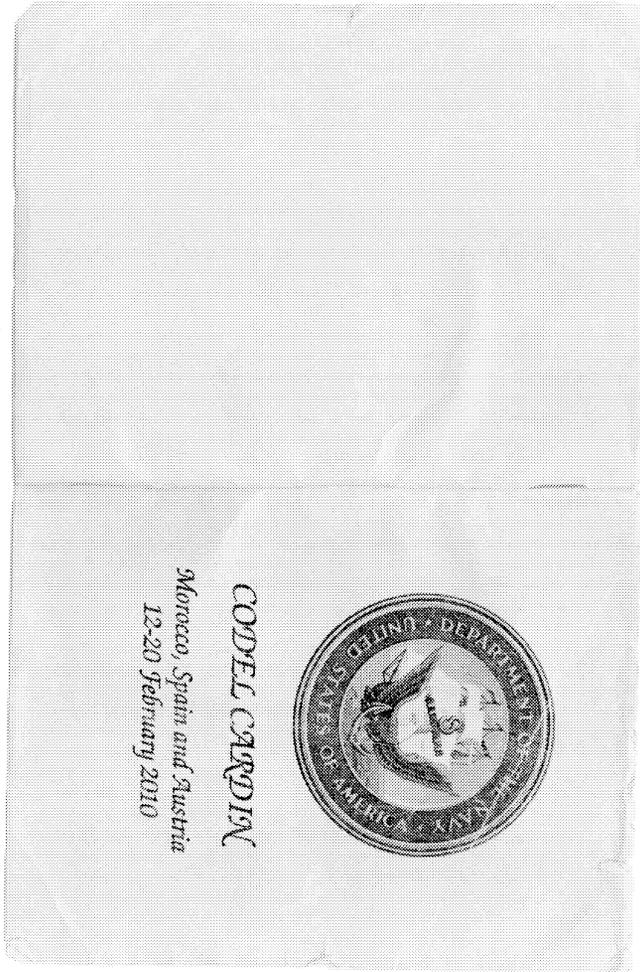
1915 Arrive Shannon Ireland for refuel

2045 Depart Shannon (GMT +1) en route Washington DC (GMT -4)
Flight Time: 7 hrs 15 min
Retard Clocks 5 hours

2300 Arrive Andrews Air Force Base, Washington DC

MISSION COMPLETE

EXHIBIT 17





MEMBERS OF CONGRESS AND SPONSORS

Sen. Ben Cardin (D-MD)
 Mrs. Myra C. Cain, Sponsor
 Sen. Roger Wicker (R-MISS)
 Mrs. Gayle Wicker, Sponsor
 Rep. Robert Adger Wolf (R-AL)
 Mrs. Carline Adger Wolf, Sponsor
 Rep. Leland Robinson (D-CA)
 Del. Earl P. Baker (D-DE)
 Rep. Abner B. Briggs (D-PA) (with joint COBDEL Cardin in Vermont)
 Rep. Charles Brown (D-TX) (with joint COBDEL Cardin in Vermont)

SENATE

Mr. Fred Turner, Chief of Staff, Helsinki Commission
 Mr. Debbie Varada, Staff, Senator Jack Canfield
 Ms. Madeline Kauffman, General Counsel, Helsinki Commission
 Mr. Neil Stearn, Communications Director, Helsinki Commission
 Mr. Bob Hand, Policy Advisor, Helsinki Commission
 Mr. Aron Shapiro, Staff Assistant, Helsinki Commission
 Mr. Peter Janssen, Policy Advisor, Helsinki Commission (with joint COBDEL Cardin in Vermont)

HEALTH REPORTS

CAPT J. Casella, Lead Reporter, Navy Senior Liaison Officer
 LT Mitch McCarroll, Lead Reporter, Navy Senior Liaison Officer
 LT David Colberg, Navy Hospital Director

DOCTORS

Dr. Javaher Haderi, Office of the Attending Physician

<p>Friday, February 12, Washington DC <i>Arrive: Travel Casual</i> <i>Pre-arranged Member: Msgr. Sorely Hfg. 35 Jan-25</i></p>	<p>1200</p>	<p>Delegation Depart en route to No. Hotel Lanch La Table du Marche, L'Orsay, Le Jardin</p>
<p>1730 Depart Capital Hill en route Andrews Air Force Base</p>	<p>1330</p>	<p>Marrakech Cultural Enrichment Program (Casual Attire/Comfortable Walking Shoes)</p>
<p>1830 Depart Washington DC en route Marrakech, Morocco via MLI AIR Flight Time: 7hr 10min; advance checks, 5 hours **Dinner served in flight**</p>	<p>1800 1950 2000</p>	<p>Return to Hotel Depart Hotel en route dinner Dinner hosted by Aah: Serge Berdugo (Attire: Business) RON</p>
<p>Saturday, February 13, Morocco <i>Arrive: Travel Casual/Business Dress for Dinner</i> <i>Forecasted Weather: Shower; High: 67; Low: 48</i></p>	<p>0645</p>	<p>Soifet Marrakech Rue Hassan Errechid Quartier de 1 Avenue -40060 Marrakech, Morocco Tel: (+212) [REDACTED]</p>
<p>0740 Arrive Marrakech</p>	<p>0740</p>	<p>Hotel Check-in</p>
<p>1000 Country Team Briefing (Hospitality Suite) Chairperson and Mrs. Stephen American Society of International Counselor Brian A. Shohl (Agency: Political Counselor Delegation)</p>	<p>1000</p>	<p></p>
<p>1045 Depart en route to American Corner</p>	<p>1045</p>	<p></p>
<p>1100 American Corner Presentation (Attire: Business Casual) Ambassador and Mrs. Kaplan</p>	<p>1100</p>	<p></p>

2

3

Sunday, Keduwara 14/Morocco
Autur: Business Casual; Business for Arab Dinner
Forecourt: Women; AM Showers: 8:45-9:48

0900 Breakfast
 0930 Depart en route to Air Ounif Library
 1000 Peace Corps Youth Development Project
 (Autur: Business Casual)
 1130 Depart location en route hotel
 1215 Baggage Call
 1230 No Host Lunch
 L'Oasis, La Jardin
 1330 Depart en route airport
 1400 Depart Marrakech en route Rabat via MILAIR
 Flight Time: 50 min
 1430 Arrive Rabat, en route to Châlon Tadj Farih
 1530 Host: Check in
 1600 Optional: Visit Rue de Consuls (Autur: Casual)
 1845 Depart hotel en route Ambassadeur's Residence
 (Autur: Business)
 1900 Dinner hosted by Ambassadeur and Mrs. Kapfian

4

5

RON
 Gaston Tadj Farih, Rabat
 Makhzen: 10-000-8200
 Tel: -212

Monday, February 15 (Morocco/Spain)
Airfare: Business AMV Business Casual; For Row
Forecasted Weather
Rabat: Showers High-63 Low-53
Madrid: Scattered Showers High-66 Low-50

0830 Breakfast/Lessure Time
 0930 Baggage Call/ Hotel Check-out

Accompanying Persons Schedule:

0945 Depart hotel on route Breast Cancer Awareness Project
 (Airtel: Business)

1100 Depart Breast Cancer Awareness Project on route Airport

1015 Depart hotel on route to Ministry of Foreign Affairs

1030 Meeting with MPA Secretary General Youssef Amrani
 (Airtel: Business)

1115 Depart Location en route Airport
 Box lunches will be served on plane

1130 Depart Rabat, Morocco on route to Rota, Spain via
 MFL AIR
 Flight Time: 1hr 50min. Advance checks 1 hour

1335 Arrive Rota
 Greeted by Spanish Commandante, Peliz and CAPT Bill
 Mink (NAVSTA Commanding Officer)

1340 Opportunity for Coastguard Pickups

1350 Command Brief
 Naval Station Rota, Brief given by CAPT Bill Mink
 Combined Task Force-65 Brief given by Commodore
 Beck

1455 Diving tour of Rota

1600 Depart Naval Air Station Rota, Spain on route Madrid
 Flight Time: 1hr

1700 Arrive Madrid Terminal, Proceed to hotel
 (drive approximately 20 minutes).

1720 Hotel Check-in

1830 Depart hotel for Chief of Mission Residence

1900 Cocktail hosted by Ambassador Solomon, CMR (Airtel:
 Business)

2130 Senator and Mrs. Cardin dinner with FCJE
 Location: Hotel Villanueva

RON
 Hotel Intercontinental Castellana
 Address: Paseo de la Castellana, 49
 28046 Madrid
 Tel: [REDACTED]

6

7

<u>Tuesday, February 16, 1988</u>	
<i>Minor Business</i>	
<i>President Weather: Man/Show Showers; High 43 Low 34</i>	
0930	Begin brief.
1030	Special report leads at 6:55 to stand ceremony service event organized by PPS and CIA and will reach completion at 1:15 at Pds (no de video)
1040	Meeting with Bernardino Lado, Secretary General of the Presidency of the Government, PPS, TDC
1200	Meeting with Minister of Interior, Pds/State (PDS)
1315	Meeting with Secretary of State for Foreign Affairs (PDS)
1315	<i>Party of the People de Yaguajay for Acknowledging President PPS, 2000-2001</i>
1430	Lunch Report by Secretary of State for Foreign Affairs for another delegation. Mrs. Soler will join.
1630	Press availability, Embassy RPR
1715	Return to hotel.
1730	Cultural program (Gibran).
2015	Dinner hotel (for music dining at Ronda).
2130	Dinner at Balm, Calle Cardenas, 12
2200	Hotel Intercontinental, Casablanca Address: Pds de la Castellana, 49 2000 Madrid Tel: 43 20 00 Fax: +3491715-8833

Wednesday, February 17 (Sasaku/Ashraf)

Airfare:
Proceeded by train:
 Madrid - Paris: *Shore's High-49 Low-38*
 Vienna - Paris: *Cransy High-59 Low-28*

0800 Check-out and baggage call

0830 Depart hotel.

0845 Tour of Aschua station.

0930 Depart Aschua station.

1000 Meeting with Helmo Roudilgez, Managing Director of the Roma Foundation, and tour of the facilities.

1100 Depart for Ministry of Foreign Affairs.

1200 Meeting with Jose Riera Siquera, Special Ambassador for the Mechanism, and Enrique Acevo, Rep. Special Ambassador for OSCE Affairs.

[Boxed lunch on bus.]

1330 Tour Palacio Real.

1530 Tour Prada.

1730 Depart for Terragon.

1800 Depart Madrid en route Vienna, Austria via KHL-AR
 Flight time: 2hr 30min, no time change
 * Dinner served in flight.

2020 Arrive Vienna
 Delegation met by Carol Pulzer and Winsson Packer

TBD Arrive Hotel Imperial
 Check-in
 Currency exchange available

2100 Delegation briefing by OSCE PA Secretary General,
 Spencer Oliver
 Location: Delegation Room

RON Hotel Imperial
 Kanner Ring 16
 Vienna
 Tel: [REDACTED]

<p>Thursday, Kadena 18 (Australia)</p>	<p>1315</p>	<p>Lunch helding by US/OSCE Change of AF Races, Carol Feller and Acting DCSA, Casey Christensen Lieutenant Colonel, Birgittan, Yuma 19070, Tel: [REDACTED] Participation: Delegation</p>
<p>0700 Breakfast Location: Imperial Cafe (Ground Floor) Note: Breakfast included in room rate</p>	<p>1400</p>	<p>Co-Chairman Hasting Meeting with Mediterranean Partners, Room THD, Hothung</p>
<p>0900-1130 Standing Committee Meeting, Retreat (6th floor), Hothung Room 109, Co-Chairman, Canha, Co-Chairman Hasting, and Representative, Aderhith only</p>	<p>1405-1800</p>	<p>General Committee on Political Affairs and Security, Neuer Saal (2nd floor) **Open Press**</p>
<p>1120 Depart hotel for Hothung</p>	<p>1500-1800</p>	<p>General Committee on Economic Affairs, Science, Education and Environment, Retreat (5th floor) **Open Press**</p>
<p>1145-1300 Joint Session of the three General Committees, Neuer Saal (2nd floor) Call to Order by Mr. Joao Soares, President of the OSCE Parliamentary Assembly (179) **OPEN PRESS**</p>	<p>1815</p>	<p>Departure of buses from Hothung to the Austrian Parliament</p>
<p>Opening Remarks by the President of the Austrian Nationalist, Ms. Barbara Prammer OSCE Parliamentary Assembly - Address by Mr. Joao Soares, President of the OSCE Parliamentary Assembly - Address by the OSCE Chairperson-in-Office, Karin Staudachev, followed by question answer session</p>	<p>1830</p>	<p>Reception offered by the Austrian Parliament (Austrian Nationalist)</p>
<p>1300</p>	<p>RON</p>	<p>Head Imperial Kantner Ring 16 Vienna Tel: [REDACTED]</p>
<p>Departure for lunch</p>	<p>12</p>	<p>13</p>

Friday, February 19 (AMST) 14*After: Business**Forecasted Weather: Rain/Snow Showers: High-39 Low-32*

0730

Breakfast
Location: Café Imperial (Ground Floor)

1530-1630

Open Press
Address by the OSCE Secretary General, Marc Perrin de Brichambaut, followed by a question & answer session. **Open Press**

0840

Depart hotel for Hildburg

Report by the OSCE PA Special Representative on Gender Issues, Ms. Françoise Hudgeman followed by a debate.

0900-1215

General Committee on Democracy, Human Rights and Humanitarian Questions, News Staff (2nd floor) **Open Press**

Report by the Chair of the three General Committees:

1000

Senator and Mrs. Carlini Departs for Caucasus Meeting

Concluding Remarks by the President of the OSCE PA, Mr. Jean-Severin

1015-1115

Senator and Mrs. Carlini Meet with Centropa and about 50 HR sector services. Centropa will show a short video. Karamanli will be provided. **Open Press**
Location: Café Landmann, Dr. Karl Langer-Ring 4, A-1010 Wien

Press Roundtable, Room 201, the Hildburg

Delegation Meeting with Russian Delegation, Room 201, the Hildburg

1145

Depart Hildburg for Café Central

Delegation Meeting with the OSCE Secretary General, Marc Perrin de Brichambaut, Room 201, the Hildburg

1200

Lunch
Location: Café Central, Herrengasse 14/2, Vienna, Tel: [REDACTED]
Participants: Delegation

1715-1815

Senator and Mrs. Carlini attend services at the Vienna City Temple.
Location: Seifriedengasse 4, A-1010 Vienna

1330-1630

Closing Session of the three General Committees (2nd floor)
Open Press

1840

Depart hotel for dinner

Dinner
Location: Rectorat Wien | Herrengasse 10 |

1330-1530

Special Debate on Afghanistan

1900

Tel: [REDACTED]
Participants: Delegation

14

15

<p>RON</p> <p>Head Imperial Kamer Ring 16 Vienna Tel: [REDACTED]</p> <p>Saturday, February 20, Austria-Washington DC <i>Antarctica</i> <i>Forecasted Weather: Partly Cloudy High 39 Low -31</i></p> <p>0630 Currency Exchange Opens</p> <p>0715 Breakfast Location: Café Imperial (Ground Floor)</p> <p>0715 Baggage Call</p> <p>TBD Depart Hotel Imperial</p> <p>0900 Depart Vienna en route Washington DC via MIA AP Flight Time: 10 hours; Round tickets 6 hours</p> <p>1300 Arrive Washington DC</p>	<p>Currency Exchange Information</p> <p>Per Deum (US Dollars)</p> <table border="0"> <tr> <td>Manakent</td> <td>253</td> <td>Longitude</td> <td>Mexico & Incidents</td> </tr> <tr> <td>Rabat</td> <td>191</td> <td></td> <td>110 (not incl \$50 supp)</td> </tr> <tr> <td>Madrid</td> <td>286</td> <td></td> <td>96 (not incl \$50 supp)</td> </tr> <tr> <td>Vienna</td> <td>206</td> <td></td> <td>110 (not incl \$50 supp)</td> </tr> <tr> <td></td> <td></td> <td></td> <td>183 (not incl \$50 supp)</td> </tr> </table> <p>International Exchange Rate</p> <table border="0"> <tr> <td colspan="2">MOROCCO</td> </tr> <tr> <td>1.00 USD</td> <td>= 8.25 MAD</td> </tr> <tr> <td>United States Dollar</td> <td>Morocco Dirhams</td> </tr> <tr> <td>1 USD = 8.25 MAD</td> <td>1 MAD = 1212 USD</td> </tr> <tr> <td colspan="2">SPAIN/AUSTRIA</td> </tr> <tr> <td>1.00 USD</td> <td>= 718 EUR</td> </tr> <tr> <td>United States Dollar</td> <td>EURO</td> </tr> <tr> <td>1 USD = 738 EUR</td> <td>1 EUR = 1.36 USD</td> </tr> </table>	Manakent	253	Longitude	Mexico & Incidents	Rabat	191		110 (not incl \$50 supp)	Madrid	286		96 (not incl \$50 supp)	Vienna	206		110 (not incl \$50 supp)				183 (not incl \$50 supp)	MOROCCO		1.00 USD	= 8.25 MAD	United States Dollar	Morocco Dirhams	1 USD = 8.25 MAD	1 MAD = 1212 USD	SPAIN/AUSTRIA		1.00 USD	= 718 EUR	United States Dollar	EURO	1 USD = 738 EUR	1 EUR = 1.36 USD
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HOTEL INFORMATION**Marrakesh**

Sofitel Marrakesh
Rue Haroun Errachid
Quartier de l'Heritage -40000
Marrakesh, Morocco
Tel: (+212) [REDACTED]

Rabat

Golden Table Riad Rabat
Machrouf 10, 1000 Rabat
Tel: +212 [REDACTED]

Madrid

Hotel Intercontinental Castellana
Address: Paseo de la Castellana, 49
28046 Madrid
Tel: +34 [REDACTED]
Fax: +34 [REDACTED]
Tel: +34 [REDACTED]
Tel: +34 [REDACTED]
Fax: +34 91 394 2019

Yamou

Hotel Imperial
Kamer Ring 16
Yamou
Tel: 43 [REDACTED]

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Contact Information**Military Experts**

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Lt Mitch McCorrie
Int Cell [REDACTED]

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