



U.S. House of Representatives

COMMITTEE ON ETHICS

MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Carol Miller
2. a. Name of Accompanying Relative: _____ **OR** None
- b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: October 24, 2022 Return: October 29, 2022
- b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Charleston, WV Destination: Bemos Argentina Return City: Charleston, WV
5. Sponsor(s), Who Paid for the Trip: International Republican Institute
6. Describe Meetings and Events Attended (attach additional pages if necessary):
Itinerary and descipitons attached

7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the Member or officer; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
Signify statement is true by checking the box.
- b. If not, explain:

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

Member / Officer Signature: Carol S. Miller

Date: 11/15/2022



U.S. House of Representatives

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

- Sponsor(s) who paid for the trip: International Republican Institute
- Travel Destination(s): Buenos Aires, Argentina
- Date of Departure: 10/24/2022 Date of Return: 10/28/2022
- Name(s) of Traveler(s): Hon. Carol Miller

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$200	\$1,295	\$925	N/A
Accompanying Family Member				

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

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

Signature:  Date: Nov 10, 2022

Name: Kimber Shearer Title: Executive Vice President

Organization: International Republican Institute

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

Address: 1225 I St NW, Suite 800, Washington, DC 20005

Email: kshearer@iri.org Telephone: (202) 262-1423

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

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



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TRAVELER FORM

1. Name of Traveler: Carol Miller
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
International Republican Institute
3. City and State OR Foreign Country of Travel : Benos Aires, Argentina
4. a. Date of Departure: October 24, 2022 Date of Return: October 30, 2022
 b. Yes No Will you be extending the trip at your personal expense?
 If yes, list dates at personal expense: Only accepting one fare / one way transportation only
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
 (1) Name of Accompanying Family Member: _____
 (2) Relationship to Traveler: Spouse Child Other (specify): _____
 (3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
 b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.
Staff should include their job title and how the activities on the itinerary relate to their duties.
 Discussing and sharing insights as a women in government with others with similar backgrounds.
9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved **planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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

Signature of Employing Member Carol D. Miller

Date 10.20.22



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COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should **NOT** submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:

The International Republican Institute (IRI)

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

3. Check only one. I represent that:

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

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

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

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

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

See Additional Page

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

6. Date of departure: October 23, 2022 Date of return: October 29, 2022

7. a. City of departure: Sierra Sabido: Washington, DC; Stephanie Murphy: Orlando, FL; Carol Miller: Charlotte, NC (at own expense)

b. Destination(s): Buenos Aires, Argentina

c. City of return: Sierra Sabido: Washington, DC; Stephanie Murphy: Orlando, FL; Carol Miller: Charleston, WV

8. Check only one. I represent that:

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

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

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

9. Check only one of the following:

a. I checked 8(a) or (b) above; OR

b. I checked 8(c) above but am not offering any lodging; OR

c. I checked 8(c) above and am offering lodging and meals for one night; OR

d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. *Check only one of the following:*
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box;* OR
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
SeeAdditionalPage
13. *Answer parts a and b. Answer part c if necessary:*
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. *Check only one.* I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; OR
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
Around \$150 per day
- 2) Provide the reason for selecting the location of the event or trip:
Argentina's Congress has agreed to host this regional exchange with approval from HDP
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hilton Buenos Aires City: Buenos Aires Cost Per Night: 259
Reason(s) for Selecting: this hotel is located near parliament and will honor the per diem lodging rate
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	See Cost Attachment	\$1295	\$850
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$250	Ground Transportation
For each Accompanying Family Member		

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

19. Check only one:

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

20. I certify by my signature that

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

Signature: *Kimber Shearer* Date: 10/17/2022
 Name: Kimber Shearer Title: Executive Vice President and Counsel
 Organization: The International Republican Institute
 Address: 1225 Eye St NW Suite 800 Washington DC 20005
 Email: kshearer@iri.org Telephone: (202) 262-1423

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments; and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 2022

The Honorable Carol D. Miller
U.S. House of Representatives
465 Cannon House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Argentina,¹ scheduled for October 24 to 30, 2022, sponsored by International Republican Institute. We note that you are not accepting outbound transportation from the trip sponsor.

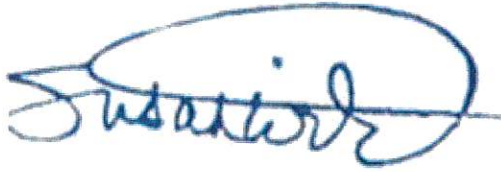
You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$415 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House Members may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$415] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Susan Wild". The signature is stylized with a large, sweeping loop at the top.

Susan Wild
Acting Chairwoman

A handwritten signature in blue ink, appearing to read "Michael Guest". The signature is stylized with a large, sweeping loop at the top.

Michael Guest
Acting Ranking Member

SW/MG:kjf



The House Democracy Partnership
in Collaboration with IRI's
Women's Democracy Network

Present:

A Regional Legislative Exchange

To Advance Women's Political Leadership

October 25 - 28, 2022

Buenos Aires, Argentina





IRI Staff Contact Information	
Ms. Valerie Dowling, WDN Director, IRI	
Ms. Erin McMenamin, Program Manager, IRI	+1-202-679-8287
Ms. Nazneen Khan, Program Manager, IRI	+1-201-936-9369
Ms. Jennifer Schreider, Program Manager, IRI	+1-703-475-6635
Ms. Gabriela Serrano, Regional Program Director, IRI Colombia & Perú	+57-313-349-9610
Mr. Casey Cagley, Resident Program Director, IRI Bolivia	+1-202-549-8485
Mr. Diego Palma, Program Manager, IRI Guatemala	+502-4150-5162
Mr. Reed Dhein, Program Officer, IRI	+1-920-309-2669
Ms. Jenna Ruffoni, Program Associate, IRI	+1-209-598-9627
Ms. Allison Reinhardt, Program Associate, IRI	
Hotel Contact Information	
Hilton Hotel Buenos Aires, Lodging and Event Space	+54-11 4891-0000
Carmades SA, Transportation Company	+54-11 6385-5555
Emergency Contact Information	
General Emergencies	911
Police	101
Ambulance/Medical Emergency	107
Fire	100
Embassy Contact Information	
U.S. Embassy in Argentina	+54-11 5777-4533
Guatemala Embassy	+54 11 3984-7563
Colombia Embassy in Argentina	+54-11 4325-0258
Perú Embassy in Argentina	+54 11 4341-0006
Bolivia Embassy in Argentina	+54 11 4394-1463
Ecuador Embassy in Argentina	+54 11 4804-0073





Arrival Day

Monday October 24, 2022

Delegate arrival will vary.

Casual Dress for travel and meetings today

IRI staff member Reed Dhein will greet delegates and assist them to their transportation to the Hotel

7:09AM **The Hon. Carol Miller arrives to EZE**

7:55AM **The Hon. Mimi Walters & Ms. Sierra Sabido arrive to EZE**

9:30AM **Hotel Transfer**

IRI arranged ground transportation will pick up the Hon. Carol Miller, the Hon. Mimi Walters and Ms. Sierra Sabido.

10:30AM **Hotel Check in**

IRI will assist the Hon. Carol Miller, the Hon. Mimi Walters and Ms. Sierra Sabido to check into their hotel rooms. A personal credit card will be required for any incidentals. IRI staff member Erin McMenamin will meet delegates in the lobby.

12:00PM **Delegation Lunch**

This lunch will be dedicated to familiarizing the delegates with the IRI team, the week ahead, the hotel, and the city of Buenos Aires.

2:00PM **Delegation Coffee and Overview of HDP and IRI Legislative Strengthening Practice**

The Legislative Strengthening team provided the U.S. delegation with an overview of the House Democracy Partnership, the House commission, and IRI's role in supporting the programmatic efforts through legislative exchanges.

7:00PM **Optional Delegation Dinner**

This dinner will be a chance to address any outstanding question before the official program begins tomorrow.





Committee Operations
Tuesday, October 25, 2022
Business Professional Dress for all Meetings
Breakfast at Delegate's Leisure before day's program

**10:00 AM Briefing on Country Backgrounds and IRI programming
Atlantico C**

Delegates will meet with IRI staff for a preparatory discussion related to the week ahead. To ensure a safe and productive trip, discussion will cover security protocols while in Argentina, the week's logistics, country background, the political situation, and the structures within the parliament. Please be sure to bring all briefing materials and the agenda to this session.

US Delegation Attendees: The Hon. Carol Miller, The Hon. Mimi Walters, Ms. Sierra Sabido

IRI Attendees/Briefers: Erin McMenamain, Reed Dhein, Jenna Ruffoni, Valerie Dowling, Nazneen Khan, Allison Reinhardt, Humberto Collado, Jennifer Schreider, Gabriela Serrano, Casey Cagley, Miguel Hernandez, Diego Palma, Julieth Christine Conde.

11:30 AM Sign in & Registration

**12:00 PM Opening Session & Welcome Lunch
Atlantico A+B**

This session is an opportunity to touch upon the importance of the role of the legislature in effective and resilient democracies, will serve as a welcome from HDP and WDN, and an official photo. This opening session will also provide the opportunity for each delegate to provide a one-minute intro of themselves. Each delegate will have the opportunity to introduce themselves, and provide general salutation, including their name, title, parliamentary affiliation, country, and any short greetings they wish to provide to the full group. Please note that due to the size of the event, and in order to allow all delegates to speak, introductions will be limited to 1 minute per delegate.

Moderator: Ms. Erin McMenamain, Program Manager, IRI

Speakers: All Participants





1:30 PM

Country Updates and Presentations

Atlantico C

All delegations are asked to provide five to seven minutes of remarks to provide an overview of their legislature's priorities and progress vis a vis advancing women's inclusion and leadership in the parliament.

Moderator: *Ms. Jennifer Schreider, Southern Cone Program Manager, IRI*

Presenting Speaker:

United States: *The Hon. Carol Miller, Congresswoman, United States*

Argentina: *The Hon. Lucilla Crexell, Senator, Argentina*

Bolivia: *The Hon. Samantha Nogales, Assemblywoman, Bolivia*

Colombia: *The Hon. Ana Paula Agudelo, Senator, Colombia*

Ecuador: *The Hon. Nathalie Arias, Assemblywoman, Ecuador*

Guatemala: *The Hon. Sonia Gutierrez, Deputy, Guatemala*

Peru: *The Hon. Maria Del Carmen Alva, Congresswoman, Peru*

2:30 PM

Building Consensus to Support Inclusive Democratic Engagement

Atlantico C

Democratic resilience is incumbent on the inclusive engagement of key and diverse voices among the citizenries. How can members of parliament collaborate, not only between themselves, but also with multilateral institutions, the private sector, and civil society, to prioritize inclusion of such groups in democratic decision making? This session will address the ways in which legislators can increase the participation of youth, social movements and social networks, including those involving women and indigenous communities, and the private sector in the legislative process, as well as collaborate with those representatives to advance innovative and informed agendas for democratic strengthening. Conversation will seek to address what can women do collectively in their roles to "promote the voices of women in the policymaking process?"

Moderator: *Ms. Valerie Dowling, WDN Director, IRI*

Panelists:

The Hon. Marelen Castillo Torres, Congresswoman, Colombia

The Hon. Gabriela Ferrel, Deputy, Bolivia

The Hon. Ana Herrera, Assemblywoman, Ecuador

The Hon. Mimi Walters, former Congresswoman, United States





3:30 PM

Effective and Inclusive Committee Operations

Atlantico C

The panel will start the conversation with discussing the challenges in setting up a committee and then share best practices for inclusive and effective committees. The panel will discuss how to set a clear policy agenda for the term. Good practices in strategic planning to outline goals, roadblocks, and areas of mutual cooperation. Discussion will also outline different types of committee business and routine committee processes; such as hearings, mark-ups and member briefings. The panel will share their experiences in arranging effective hearings, using the committee process to draft legislation, and how best to educate committee membership on relevant topics within the jurisdiction of the committee. Effective hearings also leverage a variety of experts, members of the public and others to help legislators learn more about policy topics, to advance gender responsiveness and inform the public debate on gender inclusive legislative proposals. This conversation will cover advice on identifying types of witnesses, how to alert stakeholders about committee activity and how to share proceedings in advance of and following a hearing.

Moderator: *Ms. Erin McMenamin, Program Manager, IRI*

Speakers:

The Hon. Dina Farinango, Assemblywoman, Ecuador

The Hon. Elizabeth Jay-Pang, Assemblywoman, Colombia

The Hon. Karina Paz, Deputy, Guatemala

4:30 PM

How to Arrange a Committee Hearing

Atlantico C

This discussion will center around how to best arrange a committee hearing on gender related topics and issues. Discussion points will include how to identify topics and how those topics best serve your needs and that of your constituents. How to create and disseminate hearing materials to legislators and staff to help them participate fully and effectively. How to arrange multi-partisan (bipartisan hearings) and how to participate in and arrange partisan hearings. Further discussion will include how to apply a gendered perspective when conducting oversight over the executive. And how gender can influence official requests for information, for hearings, and for public forums?

Moderator: *Ms. Erin McMenamin, Program Manager, IRI*

Speakers:

The Hon. Nathalie Arias, Assemblywoman, Ecuador

The Hon. Ana Maria Castañeda, Senator, Colombia





The Hon. Ligia Hernandez, Deputy, Guatemala

5:30 PM **End of Panel Discussions**

7:00PM **Delegation Dinner**

This official dinner will be a chance to review material and outstanding questions from the day's program and discuss the next day's agenda.





Citizen Engagement

Wednesday, October 26, 2022

*Business Professional Dress for all Meetings
Breakfast at Delegate's Leisure before day's program*

8:30 AM **Sign in & pre-program coffee**

9:00 AM **Rights and Powers of the Ruling & Opposition Parties in the Committee Process**
Atlantico C

Setting rules for the rights and powers of both the majority and minority parties in how committee business will be conducted is essential for ensuring streamlined and fair processes. This section will discuss how to safeguard the authority and advance the agenda when in the majority party, as well as how to get your message across and influence committee work while in the opposition.

Moderator: Ms. Gabriela Serrano, Resident Program Director, IRI Colombia and Peru

Speakers:

The Hon. Carol Miller, Congresswoman, United States

The Hon. Rosangela Barbaran, Congresswoman, Peru

The Hon. Juana Carolina Londono, Congresswoman, Colombia

The Hon. Luisa Nayar, Congresswoman, Bolivia

10:00 AM **Effective Messaging and How to Reach Your Audience**
Atlantico C

Methods and strategies to identify audiences, craft messages, and communicate effectively. This session will dive deep into good practices for crafting messages that resonate with specific groups and further on how best to reach those groups. Conversation will also seek to identify challenges women in particular and highlight best practices like leveraging others to promote your messaging, including male allies. As part of this session there will also be a small group exercise for participants to outline how they understand the policy and information landscape regarding their legislative priorities and how the public and the media perceives the members themselves. This will facilitate further discussion on crafting messages that are effective at advancing their priorities.

Moderator: Ms. Gabriela Serrano, Resident Program Director, IRI Colombia and Peru





Speakers:

The Hon. Marjorie Chávez, Assemblywoman, Ecuador

The Hon. Carolina Giraldo, Congresswoman, Colombia

The Hon. Ligia Hernandez, Deputy, Guatemala

11:00 AM **Inclusive Engagement of Citizens Outside the Capital**
Atlantico C

The convening power of a legislature is incredibly important tool in the hands of legislators. There are many methods that legislators can engage the public outside the capitol. This session will cover the successes and challenges of different methods of citizen engagement in the community to provide a comparative examples. Conversation could cover field hearings, site visits (like schools, businesses and other community groups such as CSO groups), as well as town halls and other meet & greet events.

Moderator: *Mr. Diego Palma, Program Manager, IRI*

Speakers:

The Hon. Carol Miller, Congresswoman, United States

Ms. Sierra Sabido, Legislative Assistant, United States

The Hon. Dina Farinango, Assemblywoman, Ecuador

The Hon. Merana Oliva, Deputy, Guatemala

The Hon. Astrid Sanchez, Congresswoman, Colombia

12:00 PM **Working Lunch**
Atlantico A+B

The entire lunch will be dedicated to discussion over the citizen engagement methods and committee hearing process.

All Participants

2:00 PM **Citizen Engagement through Social Media**
Atlantico C

This session will provide an overview of social media platforms with a specific focus on analytics. Additionally, conversation will cover good practices for using social media to listen versus to share. The session will also touch on elements of quality messaging including about content and timing as well as target audiences. Principles to cover will include: informative, timeliness, accessibility, and helpfulness. Lastly, we will touch on the critical topic of countering online violence against women in politics.





Moderator: *Mr. Casey Cagley, Resident Program Director, IRI Bolivia*

Speakers:

Mr. Austin Akers, Press Secretary & Media Communications Manager, IRI

The Hon. Marjorie Chávez, Assemblywoman, Ecuador

The Hon. Samantha Nogales, Deputy, Bolivia

3:15 PM

Coffee Break

The entirety of this break will be dedicated to informal reflections on the days sessions.

All Participants

3:45 PM

Citizen Centered Digital Transformation in the Legislature

Atlantico C

Technological advancement in government is only worthwhile if it serves the needs of the citizen. Citizens are a digital customer of government, and so technological advancement in the legislature must focus on User Centered Design. Conversation will seek to answer the questions: 1) what does the average citizen need out of the congressional website and congressional online tools? 2) how do citizens use the congressional website and other online tools now? 3) how does the Congress envision citizens using the tools in the future? 4) How can Congress bridge the gaps in how citizens use online tools now and what the Congress envisions their use in the future?

Moderator: *Mr. Diego Palma, Program Manager, IRI*

Speakers:

The Hon. María José Plaza, Assemblywoman, Ecuador

The Hon. Karina Paz, Deputy, Guatemala

5:00 PM

End of Panel Discussions

7:00PM

Delegation Dinner

This official dinner will be a chance to review material and outstanding questions from the day's program and discuss the next day's agenda.





Strengthening Women's Congressional Bodies

Thursday, October 27, 2022

*Business Professional Dress for all Meetings
Breakfast at Delegate's Leisure before day's program*

8:30 AM **Sign in & pre-program coffee**

9:00 AM **Connecting Citizen Concerns to the Media**
Atlantico C

This session will discuss strategies to engage citizens, ways to hear their feedback for elected officials, and how to appropriately and effectively use citizen stories and experiences to advance legislative initiatives. A particular focus will be on how to gain citizen feedback to share with media outlets to showcase and highlight citizen stories and concerns. Additionally, this session will address strategies to manage gender bias in reporting and engagement with members of the media. Issues such as softball questions, commenting on dress, and downplaying the importance of women's policy interests.

Moderator: Ms. Erin McMenamín, Program Manager, IRI

Speakers:

The Hon. Elizabeth Jay-Pang, Congresswoman, Colombia

The Hon. Maria Jose Plaza, Assemblywoman, Ecuador

The Hon. Mimi Walters, former Congresswoman, United States

10:00 AM **Empowering and Enhancing Women's Inclusion in Parliament**
Atlantico C

This panel will allow for the opportunity to discuss the importance of women's political participation in parliaments worldwide. Participants will engage in dialogue on challenges and successes in gender mainstreaming in their parliaments, best practices for mainstreaming gender in parliamentary debate, and how to effectively collaborate across party lines to advance shared goals and create decision-making space for women in parliament. Further discussion will include how women can advance these ideals in their political party.

Moderator: Valerie Dowling, WDN Director, IRI

Speakers:





The Hon. Silvia Giacoppo, Senator, Argentina
The Hon. Ana Herrera, Assemblywoman, Ecuador
The Hon. Cecilia Requena, Senator, Bolivia
The Hon. Margarita Stolbizer, Congresswoman, Argentina

11:00 AM Platform for Partnership Women's Caucuses and Commissions
Atlantico C

This discussion will be on how the caucus or commission can be a resource for female members and how cross-party collaboration can provide wins for members. How to establish and activate effective women's caucuses and commissions to advance policy issues important to women house legislators and citizens. This discussion will provide conversation around the benefit and durability of women's caucuses and commissions, how these groups can be a powerful negotiating bloc, and how to ensure gender is considered in all policy initiatives. The conversation will include comparative examples from across participating members.

Moderator: Ms. Valerie Dowling, Director WDN, IRI

Speakers:

The Hon. Nathalie Arias, Assemblywoman, Ecuador
The Hon. Jimena Costa, Former Deputy, Bolivia
The Hon. Merana Oliva, Deputy, Guatemala

12:00 PM Working Lunch
Atlantico A+B

The entire lunch will be dedicated to discussion over the citizen engagement methods and committee hearing process.

All Participants

2:30 PM US Delegates Depart for Meeting with the U.S. Ambassador to Argentina

This transfer time will include entry through security to the US Embassy, remember to take your passports to enter through security.

US Delegation Attendees: The Hon. Carol Miller, Ms. Sierra Sabido.

IRI Attendees: Erin McMenamain, Reed Dhein, Valerie Dowling, Jennifer Schreider.





3:00PM

Meeting with the U.S. Ambassador to Argentina
Av. Colombia 4300, C1425GMN CABA, Argentina

Meeting with the U.S. Embassy will help delegates gain an understanding of U.S. government priorities in the region, active program priorities, and a chance to collaborate on the message the Congresswomen can aim to advance in the program days ahead.

US Attendees: The Hon. Carol Miller, Ms. Sierra Sabido. **IRI Attendees:** Erin McMenamin, Reed Dhein, Valerie Dowling, Jennifer Schreider.

4:00PM

Action Plan
Atlantico C

Caucus and Committee leaders from Colombia, Ecuador and Bolivia can share the steps taken thus far on the progression of their action items and the creation of the Bolivia' women's organization. Discuss successes and how they overcame challenges. Advocacy plan next steps.

Country Break out Session

Moderator: *Ms. Nazneen Khan, Program Manager, IRI*

Break out session leaders

Ms. Gabriela Serrano, Resident Program Director, IRI Colombia and Peru

Mr. Diego Palma, Program Manager, IRI Guatemala

Mr. Casey Cagley, Resident Program Director, IRI Bolivia

5:15 PM

End of Panel Discussions

7:00PM

Delegation Dinner

This dinner will be a chance to review material and outstanding questions from the day's program and discuss the next day's agenda.





Legislative Drafting
Friday, October 28, 2022
Business Professional Dress for all Meetings
Breakfast at Delegate's Leisure before day's program

8:30 AM **Registration and Sign in**

9:00 AM **Stakeholder Mapping to Engage Allies and Avoid Roadblocks**
Atlantico C

This discussion will cover types of stakeholders and map them and their relationship to a policy issue. Understanding which institutions have power to act and who within those institutions makes decisions is essential. The actors involved in the process and their level of interest and understanding of the issues will significantly determine whether your policy intervention is adopted and implemented.

Moderator: *Ms. Erin McMenamín, Program Manager, IRI*

- Speakers:**
The Hon. María José Plaza, Assemblywoman, Ecuador
The Hon. Centa Rek, Senator, Bolivia
The Hon. Mimi Walters, former Congresswoman, United States

10:00AM **Operationalizing Advocacy to Turn Legislation into Law**
Atlantico C

Passing legislation into law requires the support of a network of decision makers. It is critical to identify the key and supporting players. Consider the motivations and craft your messages to share how your legislation aligns with their beliefs and priorities. Seek to build trust and nurture relationships. Some methods include collaborate on projects of mutual interest; help bring attention to their work; assist them with special projects; share information with them; attend their meetings and invite them to yours. As your relationship builds, discuss your goal with them and ask them for their suggestions and ideas. It is important they feel they have some ownership in the process.

Moderator: *Ms. Raquel Munt, Head of WDN Country Chapter Argentina*

- Speakers:**
The Hon. Ana Maria Agudelo, Senator, Colombia





The Hon. Marjorie Chavez, Assemblywoman, Ecuador

11:00AM **Assessing Impact to Promote Inclusive Policy Design**
Atlantico C

An inclusion impact assessment is a critical aspect to drafting responsive and equitable legislation. As you design your legislation, questions about impact should be part of the process. Questions could include: Does the policy objective address the needs of both men and women? Does the measure affect different age groups? Address the needs of differently abled individuals? Of Indigenous or different tribes? Are there legal, social or cultural constraints on equitable measures? Does the policy objective and assessment take into account the intersectionality of these groups? Are there ways the impact could have any backlash or do harm in implementation that could be prevented?

Moderator: Ms. Nazneen Khan, Program Manager, IRI

Speakers:

The Hon. Carolina Giraldo Botero, Assemblywoman, Colombia

The Hon. Dina Farinango, Assemblywoman, Ecuador

The Hon. Gabriella Ferrel, Assemblywoman, Bolivia

The Hon. Sonia Gutierrez, Deputy, Guatemala

12:00 PM **Working Lunch**
Atlantico A+B

The entire lunch will be dedicated to discussion over action planning processes so that the participants bring home lessons learned and new ideas to their parliament.

All Participants

12:45PM **Depart for Parliament Visit**

1:30PM **Visit the Parliament of Argentina**

The delegations will visit the host parliament to view the plenary chamber, committee rooms, and understand the citizen's access to parliament.





All Participants

2:30PM **Transfer to Visit of City Council**

3:00PM **Visit the City Council**

The delegations will visit the BsAs city council to understand the ways in which the local council coordinates with the federal government and the responsibilities legislatures at the local level interact and serve their citizens.

4:00PM **Visit the Teatro de Colon**

Following the city council tour, the delegation will visit the famous theatre in the city center.

5:00 PM **Transfer to Closing Ceremony**

5:30 PM **Program Closing Ceremony**

Alvear Icon Hotel, Sunny Yard Room

Shortly following the conclusion of programming, all program participants and partnership representatives and staff are invited to join HDP and WDN for a closing reception. Refreshments will be served.

All Participants

7:30 PM **Program Closing Ceremony Concludes**

Alvear Icon Hotel, Sunny Yard Room

10:30PM **The Hon. Carol Miller Departs for the Airport to return to the US**

Congresswoman Miller purchased her own ticket to return home one day earlier.





Optional Group Tour Day
Saturday, October 29, 2022

Dress will be casual for travel
Breakfast at Delegate's Leisure before day's program

Please have bags packed and stored at the front desk before departing for the day

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|----------|---|
| 1:30AM | The Hon. Carol Miller departs Ministro Pistarini Airport, Buenos Aires, Argentina. <u>Flight time: 10hrs, 20mins</u> |
| 11:30 AM | The Hon. Carol Miller arrives to Miami International Airport |
| 11:00 AM | Delegation meets in the Lobby for Final Day |
| 11:05 AM | Transfer to La Boca neighborhood |
| 11:15 AM | Walking tour of La Boca market |
| 12:00 PM | Transfer to Recoleta neighborhood |
| 12:30 PM | Visit Recoleta Cemetery |
| 1:00 PM | <u>Delegation lunch at Jardin de Invierno restaurant</u>
<i>This lunch served as a debriefing on the program to gain feedback from American volunteer trainers on how to improve programming in the future.</i> |
| 2:30 PM | Transfer to Patio Bullrich mall |
| 3:00 PM | Free time at Patio Bullrich mall |
| 4:30 PM | Transfer to Hotel |
| 6:00 PM | <u>Meet at hotel front desk to collect luggage and transfer to Ministro Pistraini Airport</u>
<i>The Hon. Mimi Walters and Ms. Sierra Sabido depart the Hotel to transfer to the airport.</i> |
| 9:20 PM | The Hon. Mimi Walters and Ms. Sierra Sabido depart Ministro Pistarini Airport, Buenos Aires, Argentina.
<u>Flight time: 10hrs, 30mins</u> |





Travel Day
Sunday, October 30, 2022
Dress will be casual for travel

- 5:50 AM** The Hon. Mimi Walters and Ms. Sierra Sabido arrive to George Bush Intercontinental Airport, Houston, Texas.

- 7:33 AM** Ms. Sierra Sabido departs George Bush Intercontinental Airport.
Flight time: 2hrs, 55mins

- 7:38 AM** The Hon. Mimi Walters departs George Bush Intercontinental Airport.
Flight time: 3hrs, 30mins

- 9:24 AM** The Hon. Mimi Walters Arrives to Los Angeles International Airport

- 11:28 AM** Ms. Sierra Sabido arrives to Washington Dulles International Airport.

