

COMMITTEE ON ETHICS

MEMBER/OFFICER POST-TRAVEL DISCLOSURE FORM ☐ Original ☐ Amendment

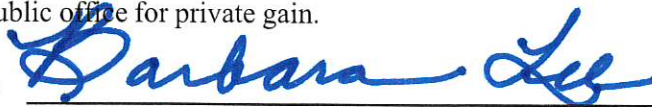
This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual *Financial Disclosure Statement*. In accordance 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: Barbara Lee
2. a. Name of Accompanying Relative: _____ **OR** ☒ None
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 9/6/2024 Return: 9/8/2024
b. Dates at Personal Expense, if any: _____ **OR** ☒ None
4. Departure City: Palm Springs, CA Destination: Miami, FL Return City: New York, NY
5. Sponsor(s), Who Paid for the Trip: International Republican Institute, National Democratic Institute
6. Describe Meetings and Events Attended (attach additional pages if necessary):
Rep. Lee participated in a panel discussing e-governance and digital economies in the caribbean. The forum brought together leaders in the US and CARICOM countries.
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: _____



Date: 9/19/2024

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: International Republican Institute
National Democratic Institute

2. Travel Destination(s): Miami, Florida

3. Date of Departure: 9/6/2024 Date of Return: 9/8/2024

4. Name(s) of Traveler(s): Rep. Barbara Lee

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,122.47	\$314.14	\$45.70	N/A
Accompanying Family Member	N/a	N/a	N/a	N/a

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

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

Signature:  Date: Sept 16 2024

Name: Kimber Shearer Title: Executive Vice President, Counsel

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

Telephone: (202) 572 - 1566

Email: kshearer@iri.org

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

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

Name of Traveler: Barbara Lee

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

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

Signature: Barbara Lee

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): _____

Office Address: 2470 Rayburn HOB

Telephone Number: 2022254274

Email Address of Contact Person: hannah.j.smith@mail.house.gov

☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: travel.requests@mail.house.gov.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Barbara Lee
2. Sponsor(s) who will be paying or providing in-kind support for the trip: International Republican Institute, National Democratic Institute, ParlAmericas
3. City and State **OR** Foreign Country of Travel: Miami, FL
4. a. Date of Departure: 9/6/24 Date of Return: 9/8/24
b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other(specify): _____
(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age?
6. a. Yes ☐ No ☒ Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**
Rep. Lee serves on the HDP commission. Through her position on the commission and as a member of the House, Rep. Lee has vast experiences to share with her colleagues from the Caribbean parliaments. Specifically, Rep. Lee has championed further HDP engagement with the region and this event is a culmination of those efforts; her participation will be vital to continue the relationship and efforts between the HDP commission and the partner parliaments in the Caribbean. The Congresswoman will be flying business class to accommodate a medical need. IRI understands business class airfare to be an allowable expense under § 305 of the House Ethics travel regulations.
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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

Signature of Employing Member: _____

Barbara Lee

Date: 8/27/2024

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:

International Republican Institute

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

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

- a. ☐ The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
- b. ☐ The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
- c. ☒ The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: ParlAmericas; National Democratic Institute (NDI)

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

See attached.

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

6. Date of Departure: September 6, 2024 Date of Return: September 8 2024

7. a. City of departure: Palm Springs, California

b. Destination(s): Miami, Florida

c. City of return: Washington, D.C.

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

- a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
- b. ☒ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
- c. ☐ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

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

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

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

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

- a. ☒ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

See attached.

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 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): \$69.00 USD as per government per diem rate
2) Provide the reason for selecting the location of the event or trip: Miami, FL because of proximity to CARICOM countries and FIU's in-kind support.

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

Hotel Name: Novotel Miami-Brickell City: Miami, FL Cost Per Night: \$157.07/avg
Reason(s) for Selecting: Proximity to event space, safe, and under per diem 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.*

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

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$375	\$314.14	\$146.62
For each Accompanying Family Member	N/A	N/A	N/A

	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	N/A	N/A
For each Accompanying Family Member	N/A	N/A

19. **Check only one:**

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

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

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

Signature:  Date: 8/27/24
Name: Kimber Shearer Title: Executive Vice President, Counsel
Organization: International Republican Institute
Address: 1225 I Street NW, Washington, DC 20005
Email: kshearer@iri.org Telephone: _____

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

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

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



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Keelie Broom
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

September 3, 2024

The Honorable Barbara Lee
U.S. House of Representatives
2470 Rayburn 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 Miami, Florida, scheduled for September 6 to 8, 2024, sponsored by International Republican Institute and National Democratic Institute.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

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 \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:mc

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

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

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

1. Name of Primary Trip Sponsor for this trip: International Republican Institute
2. Name of your organization: National Democratic Institute
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☒ No ☐ Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. ☐ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. ☒ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: Miami, FL, USA on Date: 9/7/24 - 9/8/24
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **I certify by my signature that**
 - a. I read and understand the Committee's Travel Regulations;
 - b. I am not a registered federal lobbyist or registered foreign agent;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: _____

Name: Sander Schultz Title: Chief Financial Officer

Organization: National Democratic Institute

Address: 455 Massachusetts Ave NW, Washington, D.C. 20001

Telephone: 202-728-5570 Email: sander@ndi.org

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

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

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

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

1. Name of Primary Trip Sponsor for this trip: International Republican Institute (IRI)
 2. Name of your organization: ParlAmericas
 3. Yes ☐ No ☒ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
 4. Yes ☒ No ☐ Does your organization receive funding from any foreign government or multinational organization?
 5. **Check one.** I certify that my organization:
 - a. ☐ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. ☒ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: Miami, USA on Date: September 7-8, 2024
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
 6. **Check only one:**
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
 7. I certify by my signature that
 - a. I read and understand the Committee's Travel Regulations;
 - b. I am not a registered federal lobbyist or registered foreign agent;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.
- Signature: Mateusz Trybowski Date: July 31, 2024
- Name: Mateusz Trybowski Title: Deputy Director
- Organization: ParlAmericas
- Address: 155 Queen Street, Unit 703, Ottawa, Ontario, K1P 6L1, CANADA
- Telephone: (613) 899-0330 Email: mateusz.trybowski@parlamericas.org

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

Expanded Ethics Agenda for Rep. Barbara Lee and Derek Luyten
The Role of Parliaments in Transforming Digital Economies in the Caribbean
September 6-8, 2024 | Miami, United States

This two-day forum will bring together legislators from CARICOM countries and the United States, alongside technical experts to explore strategies to enhance digital transformations in the Caribbean through the sharing of global good practices. The program will cover key considerations for legislators when promoting and supporting digital economy legislation and policies by connecting them with dynamic experts from around the world through moderated discussions. This format will encourage active sharing of experiences and tailoring to questions from legislators to generate learning that is useful and relevant to each country on different topics related to the digital economy.

***Derek's arrival to Miami by 1pm is critical so that he can participate in the pre-program meetings with foreign legislators, expert speakers, and local participants (FIU) to ensure alignment with HDP goals for the content of this forum. The agenda has been updated to reflect Friday's full slate of activities.**

All times in Eastern Standard unless otherwise noted

Rep. Lee's Day 0: Friday September 6, 2024	
Derek's Day 0: Friday, September 6, 2024	
8:00 am	Arrive at Ronald Reagan Washington National Airport (DCA) 2401 Ronald Reagan Washington National Airport Access Rd, Arlington, VA 22202 Mr. Derek Luyten , Executive Director, HDP
10:03 am	Depart for Miami International Airport 2100 NW 42nd Ave, Miami, FL 33142 Mr. Derek Luyten , Executive Director, HDP
12:59pm	Arrive at Miami International Airport 2100 NW 42nd Ave, Miami, FL 33142 Mr. Derek Luyten , Executive Director, HDP
1:30 – 2:00pm	Transfer to Hotel and Check in to the Hotel Novotel Miami Brickell, 1500 SW 1st Ave, Miami, FL 33129 Mr. Derek Luyten , Executive Director, HDP
2:00 - 4:00 pm	Greeting Parliamentarians on Arrival Novotel Miami Brickell, 1500 SW 1st Ave, Miami, FL 33129

	HDP and Institute staff will meet with parliamentarians upon their arrival to greet them and provide pre-programming support. HDP, IRI and NDI will use this time to answer parliamentarian questions about their participation as discussants and speakers. Mr. Derek Luyten, Executive Director, HDP Mr. Antonio Garrastazu, Director, Latin America and the Caribbean, IRI Ms. Wallis Stanfield, Program Manager, IRI Ms. Jenna Ruffoni, Senior Program Associate, IRI Mr. Nathan Riggins, Program Manager, NDI Ms. Supun Dahal, Program Associate, NDI Ms. Joni Lee, Program Associate, NDI
4:00 – 4:30pm	Transfer to FIU
4:30 – 6:00pm	Meeting with FIU 11200 SW 8th St, Miami, FL 33199 This pre-program meeting will be to ensure FIU is ready for the forum on Saturday and Sunday. HDP and the institutes will meet with the FIU speakers as well as event coordinators to ensure content for remarks and sessions is aligned and to troubleshoot any last-minute details. Mr. Derek Luyten, Executive Director, HDP Mr. Antonio Garrastazu, Director, Latin America and the Caribbean, IRI Ms. Wallis Stanfield, Program Manager, IRI Mr. Nathan Riggins, Program Manager, NDI Ms. Supun Dahal, Program Associate, NDI
6:00 – 6:30pm	Transfer to HDP Delegation Welcome Dinner
6:30 -8:30pm	HDP Delegation Welcome Dinner AlmaRosa Restaurant, 1250 S Miami Ave, Miami, FL 33130 This working dinner will serve as a pre-program preparatory session for the expert speakers. HDP will advise the expert speakers on how their remarks and interactions with legislators should flow to create an atmosphere of collegial sharing of best practices. Mr. Derek Luyten, Executive Director, HDP

	Ms. Irma Gonzalez, Project Manager for Digital Government, City of Monterrey, Mexico Mr. John Farmer, President, WeLink Cities The Hon. Hannes Astok, Executive Director, eGovernance Academy Ms. Marci Harris, CEO and co-founder, POPVOX Mr. Cleveland Thomas, ITU Area Representative, Caribbean Countries Ms. Tonni Brodber, Representative of the UN Women Multi-Country Office for the Caribbean Ms. Alisha Todd, Director General, ParlAmericas Mr. Antonio Garrastazu, Director, Latin America and the Caribbean, IRI Ms. Wallis Stanfield, Program Manager, IRI Ms. Jenna Ruffoni, Senior Program Associate, IRI Mr. Nathan Riggins, Program Manager, NDI Ms. Supun Dahal, Program Associate, NDI Ms. Joni Lee, Program Associate, NDI
8:30 pm	End of Day

Day 1 (Program Day and Rep. Lee's arrival): September 7, 2024	
7:25	Arrive at Miami International Airport 2100 NW 42nd Ave, Miami, FL 33142 The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives
8:00 – 9:00	Transfer to Hotel and Check-in at Hotel Novotel Miami Brickell, 1500 SW 1st Ave, Miami, FL 33129 The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives
8:00 - 8:30	Transfer from hotel to Florida International University (FIU) 11200 SW 8th St, Miami, FL 33199 Participants, including Mr. Derek Luyten, Executive Director, HDP
8:30 - 9:00	Registration and Coffee
9:00 - 10:00	Welcome & Introductions

	This session will include a welcome from the House Democracy Partnership, International Republican Institute, National Democratic Institute, ParlAmericas, and Florida International University. This will also serve as a time for the CARICOM country legislators to introduce themselves. Opening Remarks <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i> <i>Ms. Alisha Todd, Director General, ParlAmericas</i> <i>Dean Shlomi Dinar, Florida International University, Green School of International and Public Affairs</i> All participants
10:00 - 10:15	Group photo All participants, including Mr. Derek Luyten, Executive Director, HDP
10:15 - 11:15	What is the Digital Economy, and what is the Legislature's Role in its Transformation? In the rapidly evolving landscape of the digital economy, parliamentarians play a pivotal role in shaping laws and policies to foster innovation and sustainable development. This session will delve into the multifaceted responsibilities of parliamentarians in driving digital transformations in their respective nations to promote inclusive economic growth in the digital age. <i>The Hon. Hannes Astok, Executive Director, eGovernance Academy</i> <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> Moderator: <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i> All participants
11:15 - 12:15	Overview of Current Policy Approaches in the Region

	This session will be a brief presentation to provide an overview of regional approaches to these issues to set the table for all participants. There will be an opportunity for questions and answers at the end of the overview. <i>Mr. Cleveland Thomas, ITU Area Representative, Caribbean Countries</i> <i>Ms. Jennifer Britton, Deputy Programme Manager of Information and Communication Technology for Development, CARICOM Secretariat</i> <i>Ms. Tonni Brodber, Representative of the UN Women Multi Country Office for the Caribbean</i> Moderator: <i>Ms. Alisha Todd, Director General, ParlAmericas</i> All participants, including Mr. Derek Luyten, Executive Director, HDP
12:15 - 13:15	Lunch All participants, including Mr. Derek Luyten, Executive Director, HDP
13:15 - 14:15	Bridging the Divide: Enhancing Digital Infrastructure in the Caribbean This session addresses the critical need for robust digital infrastructure in the Caribbean. It will include strategies to enhance connectivity, broadband access, and overall technological infrastructure to bolster the digital economy in the region. The conversation will also touch on the critical need to engage the private sector to address these infrastructure gaps. Public-private partnerships are an essential part of building a robust and healthy digital economy and its supporting infrastructure. Further, the conversation will consider the role climate change and climate resilience can have in protecting against climate vulnerabilities in the economy. <i>The Hon. Hannes Astok, Executive Director, eGovernance Academy</i> <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> <i>Ms. Tonni Brodber, Representative of the UN Women Multi-Country Office for the Caribbean</i> Discussant: <i>Hon. Warren Kwame Mc Coy, MP, Minister in the Office of the Prime Minister (Guyana)</i> Moderator: <i>Mr. Mateusz Trybowski, Deputy Director ParlAmericas</i>

	All participants, including Mr. Derek Luyten, Executive Director, HDP
14:00 – 14:30	Rep. Barbara Lee transfers to FIU <i>After checking in, IRI will transfer the congresswoman to the event space</i>
14:15 - 15:15	E-Governance and the Digital Transformation of Government Services This session will highlight examples of digital transformation initiatives of government services, and consider how these can promote the growth of digital economies. The session will consider legislative, as well as regulatory, infrastructure, and operational considerations necessary for these innovations and how digitizing government services and economies can help address national issues related to digital equity, internet access, privacy concerns, entrepreneurship, and innovation. It will also explore how these issues tie to concerns that parliamentarians grapple with to ensure that all segments of society benefit from digital transformations. <i>The Hon. Hannes Astok, Executive Director, eGovernance Academy</i> <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> Discussant: <i>Hon. Dwight Sibbles, Member of Parliament, Jamaica</i> Moderator: <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i> All participants, including The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives
15:15 - 15:30	Coffee Break All participants, including The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives and Mr. Derek Luyten, Executive Director, HDP
15:30 - 16:30	Climate Resilience in the Digital Age While climate change affects all nations across the globe, the Caribbean faces unique vulnerabilities and risks. Digital tools can provide individuals and governments methods to continue operations during climate disaster and even mitigate certain factors that contribute to climate change. As governments and the region continue to consider digital frameworks and legislation, it will be critical to mainstream climate considerations into policy conversations. This session will consider the

	principles of effective resilience strategies to safeguard digital infrastructure to mitigate disruption to access and connectivity. <i>Ms. Tonni Brodber, Representative of the UN Women Multi Country Office for the Caribbean</i> <i>Ms. Jennifer Britton, Deputy Programme Manager of Information and Communication Technology for Development, CARICOM Secretariat</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> Discussant: <i>Hon. Carolyn Ann Trench Sandiford, President of the Senate, Belize</i> Moderator: <i>Ms. Alisha Todd, Director General, ParlAmericas</i> All participants, including The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives and Mr. Derek Luyten, Executive Director, HDP
16:30 - 17:30	Leaving No One Behind in the Digital Economy This session will further explore opportunities and barriers to the inclusion of women, youth, and traditionally marginalized groups in the digital economy. Panelists will consider the importance of digital policies that focus on availability, accessibility, affordability, and literacy to help women, youth and other digitally marginalized communities like rural populations, indigenous populations, people with disabilities, and the elderly to maximize the benefits of a digital economy. <i>The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> <i>Ms. Tonni Brodber, Representative of the UN Women Multi Country Office for the Caribbean</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> <i>Mr. Cleveland Thomas, ITU Area Representative, Caribbean Countries</i> Discussant: <i>Senator Lisa Jawahir, Vice-President for the Caribbean of the ParlAmericas Gender Equality Network, Saint Lucia</i> Moderator: <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i>
17:30 - 17:45	Reflection Session

	This conversation will serve as a chance for the entire group to raise their top takeaways from the day, ask questions over any material covered in the previous sessions, and prepare for the sessions of the following day. Moderator: <i>Mr. Nathan Riggins, Senior Program Manager, National Democratic Institute</i> All participants, including The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives and Mr. Derek Luyten, Executive Director, HDP
17:45	Welcome Reception Hosted by Florida International University Florida International University kindly invites all delegates to attend a welcome reception to mingle following a robust program. Drinks and hors d'oeuvres will be served. Reception Remarks: <i>Dean Shlomi Dinar, Florida International University, Green School of International and Public Affairs</i> <i>The Hon. Mario Diaz-Balart, Member of Congress, U.S. House of Representatives</i> <i>The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives</i> All participants, including The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives and Mr. Derek Luyten, Executive Director, HDP
19:45	Transfer of participants to hotel

Rep Lee's Day 2 (Departure Day): September 8, 2024	
8:00 AM EST	Transfer from Novotel Miami Brickell to Miami International Airport The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives
11:10 AM EST	Depart Miami International Airport 2100 NW 42nd Ave, Miami, FL 33142 The Hon. Barbara Lee, Member of Congress, U.S. House of Representatives
1:57 PM EST	Arrive at Ronald Reagan Washington National Airport

	2401 Ronald Reagan Washington National Airport Access Rd, Arlington, VA 22202 The Hon. Barbara Lee , Member of Congress, U.S. House of Representatives
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Derek's Day 2 (Program Day): September 8, 2024	
8:00 - 8:30	Transfer from hotel to FIU
8:30 - 9:00	Registration and Coffee
9:00 - 10:00	Artificial Intelligence: Legislative and Economic Considerations This session will provide an overview of the global state of AI and its current impact on the Caribbean. It will examine how AI technologies are influencing various sectors and specific ways in which parliamentarians in the region are likely to encounter and address these developments. The session will offer considerations for developing legislation that integrates safeguards to responsible utilization of AI in business and additionally explores how parliamentarians can leverage AI in their own work in parliament. <i>Ms. Bridget Boakye, Senior Policy Advisor for Artificial Intelligence, Tony Blair Institute for Change (virtual)</i> <i>Mr. Luis Marrero, Country Leader for the Caribbean, Amazon Web Services</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> <i>Mr. Antonio Garrastazu, Senior Director, IRI Latin America & Caribbean Division</i> Discussant: <i>Hon. Leo Cato, Speaker of the House of Representatives of Grenada</i> Moderator: <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i> All participants
10:00 - 10:15	Coffee Break
10:15 - 11:15	Cybersecurity and Parliaments In an era of increasing digitalization, safeguarding against cyber threats, including cybercrime, has emerged as a critical need. This session will discuss strategies aimed at strengthening the cybersecurity of parliaments and protecting citizens from cybercrime. This session will cover key cybersecurity principles, best practices for

	threat mitigation, and the implementation of robust defense mechanisms and legislation to counter evolving cyber threats, including those posed by external actors that may seek to influence legislative processes or harm citizens. <i>The Hon. Hannes Astok, Executive Director, eGovernance Academy</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Jennifer Britton, Deputy Programme Manager of Information and Communication Technology for Development, CARICOM Secretariat</i> Discussant: <i>Hon. Marsha Caddle, MP, Minister of Industry, Innovation, Science and Technology, Parliament of Barbados</i> Moderator: <i>Mr. Antonio Garrastazu, Senior Director, IRI Latin America & Caribbean Division</i> All participants
11:15 - 12:15	Leveraging the Private Sector and FinTech for Digital Economic Growth This session will delve deeper into the critical role of the private sector in driving digital economic growth and development. Recognizing the benefits of private enterprises, this session will focus on how legislators can collaborate with businesses and financial technology experts to identify and implement innovative solutions to economic challenges. Discussion will center around fostering an enabling regulatory environment, promoting public-private partnerships, incorporating financial technology in day-to-day operations, and incentivizing entrepreneurship and investment. <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Jennifer Britton, Deputy Programme Manager of Information and Communication Technology for Development, CARICOM Secretariat</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> Discussant: Legislator TBC Moderator: <i>Mr. Antonio Garrastazu, Senior Director, IRI LAC Division,</i> All participants, including Mr. Derek Luyten, Executive Director, HDP

12:15 - 13:15	Lunch All participants, including Mr. Derek Luyten, Executive Director, HDP
13:15 - 14:15	Harnessing the Digital Economy: Opportunities and Challenges for Employment in the Caribbean This session will explore opportunities and challenges for leveraging the digital economy for increased employment in the Caribbean. The panelists will discuss how the digital sector can create new and innovative employment opportunities with a focus on exploring how investments in digital infrastructure, skills, and regulations can create new jobs, alter the composition of existing jobs, and boost productivity. Conversation will also touch on how education must change to prepare young people for the digital economy. Panelists will also focus on challenges and discuss best practices for ensuring that social inequalities such as income disparities, unemployment, and gender inequalities are not exacerbated when harnessing the digital economy. <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Jennifer Britton, Deputy Programme Manager of Information and Communication Technology for Development, CARICOM Secretariat</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> Discussant(s): <i>Hon. Fenella Wenham, Parliamentary Secretary in the Ministry of Education, Human Resource Planning, Vocational Training and National Excellence, Parliament of Dominica and the Hon. Leo Cato, Speaker of the House of Representatives of Grenada</i> Moderator: <i>Mr. Clinton White, Counselor, USAID</i> All participants, including Mr. Derek Luyten, Executive Director, HDP
14:15 - 15:15	Regulatory Legislation to Enhance the Digital Economy This session will explore key dimensions of frameworks to support digital economies. The panelists will share their reflections on how well-designed regulations can promote economic growth, foster innovation, and enhance the digital landscape as well as discuss how initiatives can fall short and harm private and public sectors in advancing a strong economy. Speakers will also focus on challenges related to consumer protection in the digital age, including data privacy and security, and will

	discuss best practices for ensuring strong consumer rights. Speakers will also opine on how to avoid unintended consequences. <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> Moderator: <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> All participants, including Mr. Derek Luyten, Executive Director, HDP
15:15 - 16:30	Workshop on Drafting Digital Transformation Legislation The final session will be a small group exercise whereby delegates will be able to choose which technical area they would like to delve into further discussion. Each group will gather as a roundtable to converse on the identified topic to share examples from their home institutions and to troubleshoot challenges on current legislation, implementation, or coordination between ministries and parliament. The expert speakers will serve as subject matter experts and advisors during the exercise for parliamentarians to reference as they move through the exercise. During the final 30 minutes of the session, each group will present their conclusions. Moderator: <i>Mr. Nathan Riggins, Senior Program Manager, National Democratic Institute and Ms. Wallis Stanfield, Program Manager, International Republican Institute</i> Group Advisors #1 - Digital Transformation of Government Services <i>Mr. John Paul Farmer, President, WeLink Cities</i> <i>The Hon. Hannes Astok, Executive Director, eGovernance Academy</i> <i>Ms. Marci Harris, CEO and co-founder, POPVOX</i> #2 - Harnessing AI to the Enhance the Digital Economy <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i> <i>Ms. Irma Gonzalez, Senior Project Manager for Digital Governance, TecMilenio University</i> #3 - Leaving No One Behind in the Digital Economy <i>Ms. Jennifer Britton, Deputy Programme Manager of Information and Communication Technology for Development, CARICOM Secretariat</i>

	All participants
16:30 - 17:00	Closing Remarks At the conclusion of the forum, conference organizers will provide final closing remarks. <i>Mr. Clinton White, Counselor, USAID</i> <i>Mr. Derek Luyten, Executive Director, House Democracy Partnership</i> <i>Ms. Alisha Todd, Director General, ParlAmericas</i>
17:00	All Participants return to hotel
17:30 – 19:00	Executive Time
19:00	Walk to Dinner
19:15 – 21:30	Expert Trainer Closing Dinner Paperfish Sushi, 1421 S Miami Ave, Miami, FL <i>Mr. Derek Luyten, Executive Director, HDP</i> <i>Ms. Irma Gonzalez, Project Manager for Digital Government, City of Monterrey, Mexico</i> <i>The Hon. Hannes Astok, Executive Director, eGovernance Academy</i> <i>Mr. Cleveland Thomas, ITU Area Representative, Caribbean Countries</i> <i>Ms. Tonni Brodber, Representative of the UN Women Multi-Country Office for the Caribbean</i> <i>Ms. Alisha Todd, Director General, ParlAmericas</i> <i>Mr. Mateusz Trybowski, Deputy Director ParlAmericas</i> <i>Ms. Wallis Stanfield, Program Manager, IRI</i> <i>Ms. Jenna Ruffoni, Senior Program Associate, IRI</i> <i>Mr. Nathan Riggins, Program Manager, NDI</i> <i>Ms. Supun Dahal, Program Associate, NDI</i> <i>Ms. Joni Lee, Program Associate, NDI</i>
21:30	Return to Hotel

Derek's Departure Day Monday, September 9, 2024

7:00	Check out of the Novotel Miami Brickell Mr. Derek Luyten, Executive Director, HDP
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7:30	Transfer to Miami International Airport 2100 NW 42nd Ave, Miami, FL 33142 Mr. Derek Luyten , Executive Director, HDP
9:57	Depart Miami International Airport for Ronald Reagan Washington National Airport 2100 NW 42nd Ave, Miami, FL 33142 Mr. Derek Luyten , Executive Director, HDP
12:38	Arrive at Ronald Reagan Washington National Airport (DCA) 2401 Ronald Reagan Washington National Airport Access Rd, Arlington, VA 22202 Mr. Derek Luyten , Executive Director, HDP
End Program	