

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

2017 FEB 23 PM 5:24

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, 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: Ryan Peterman

2. a. Name of accompanying relative: \_\_\_\_\_ or None

b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_

3. a. Dates of departure and return: Departure: 2/6/2017 Return: 2/13/2017

b. Dates at personal expense (if any): \_\_\_\_\_ or None

4. Departure city: Chicago, IL Destination: Nairobi, Kenya Return city: Chicago, IL

5. Sponsor(s) (who paid for the trip): International Republican Institute

6. Describe meetings and events attended: Attended trainings organized by IRI with Kenyan participants. Conducted 2 trainings myself

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 Grantmaking or Non-Grantmaking Sponsor Forms;
- c.  page 2 of the completed Traveler Form submitted by the employee; 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 that statement is true by checking box):

b. If not, explain: \_\_\_\_\_

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

SIGNATURE OF TRAVELER: Ryan Peterman DATE: 2-23-17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Peter Roskam DATE: 2-23-17

SIGNATURE OF SUPERVISING MEMBER: Peter Roskam

**U.S. House of Representatives  
Committee on Ethics**

**SPONSOR POST-TRAVEL DISCLOSURE FORM**

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 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 for the trip): International Republican Institute

2. Travel Destination(s): Nairobi, Kenya and Lake Naivasha, Kenya

3. Date of Departure: 2/6/2017 Date of Return: 2/13/2017

4. Name(s) of Traveler(s): Ryan Peterman


(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 response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	<b>843.80</b>	1350.55	60.38	
Accompanying Relative				

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:   
 Name: Kimber Shearer Title: Counsel and Vice President for Strategic Initiatives  
 Organization: International Republican Institute

I am an officer of the above-named organization (signify statement is true by checking box):

Address: 1225 I Street, NW, Suite 800, Washington, D.C. 20005

Telephone number: 202-408-9450

Email Address: 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.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Ryan Peterman
2. Sponsor(s) (who will be paying for the trip): International Republican Institute
3. Travel destination(s): Kenya
4. a. Date of departure 02/05/2017 Date of return: 02/11/2017  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense?  Yes  No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (*i.e.*, travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  Yes  No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
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.  
I will be providing consultancy on constituent services, which is my area of official duties for Congressman Roskam. Learning from our Kenyan partners will also help inform my ability to serve constituents.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip?  Yes  No

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.

Date: 1/5/17

Peeter Roskam  
Signature of Employing Member

U.S. House of Representatives  
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 Web site (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): \_\_\_\_\_  
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 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):  
Ryan Peterman, invited to participate in a House Democracy Partnership technical assistance consultancy because of his knowledge of constituent services and communications
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: February 5, 2017 Date of return: February 11, 2017
7.
  - a. City of departure: Chicago, Illinois
  - b. Destination(s): Nairobi, Kenya
  - c. City of return: Chicago, Illinois
8. I represent that (check one of the following):
  - 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 one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - 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 "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the 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 one:

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. N/A – 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:

IRI has been facilitating HDP programs since 2005. In response to HDP partner Kenya's request for technical assistance on budget oversight, communications and constituent services, IRI will facilitate a series of workshops and trainings on this topic for Members of Parliament and their staff. IRI's HDP program is funded by the United States Agency for International Development. IRI is the sole organizer of the technical assistance and is overseeing all logistics.

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. I represent that either (check one of the following):

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): \_\_\_\_\_  
Nairobi - \$120/day (based on State Department-established per diem rates)

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
HDP regularly conducts technical assistance to Kenya in furtherance of their partnership with HDP.

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

Hotel name: Southern Sun City: Nairobi Cost per night: 190

Reason(s) for selecting: Hotel is at or below State Department-established per diem rates

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 box):

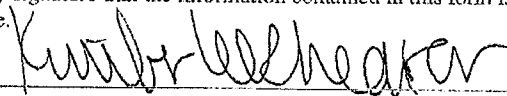
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<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	942.48	950	840
For each accompanying relative			

	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	500	Taxis and Translation Services
For each accompanying relative		

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

19. Check one:  
 a. I certify that I am an officer of the organization listed below.  *or*  
 b. N/A – sponsor is an individual or a U.S. institution of higher education.
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
 Name: Kimber Shearer  
 Title: Counsel and Vice President for Strategic Initiatives  
 Organization: International Republican Institute  
 Address: 1225 I Street, NW, Suite 800, Washington, D.C. 20005  
 Telephone number: 202-408-9450  
 Email address: kshearer@iri.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
 U.S. House of Representatives  
 1015 Longworth House Office Building  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)

# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

January 23, 2017

Mr. Ryan Peterman  
Office of the Honorable Peter Roskam  
2246 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Peterman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Kenya,<sup>1</sup> scheduled for February 5 to 11, 2017, sponsored by International Republican Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390, but subject to change] 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 filed with the Committee, and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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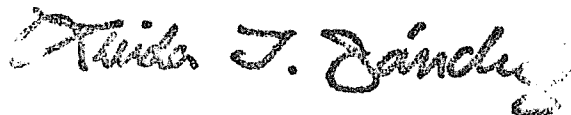
<sup>1</sup> We note that the U.S. Department of State has issued a travel warning concerning travel to Kenya, available at <https://travel.state.gov/content/passports/en/alertswarnings/kenya-travel-warning.html>. You may wish to contact that agency regarding the safety of your proposed trip.

Mr. Ryan Peterman  
Page 2

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



Sincerely,



Susan W. Brooks  
Chairwoman

Linda T. Sánchez  
Ranking Member

SWB/LTS:smm



**HOUSE DEMOCRACY PARTNERSHIP (HDP)  
Technical Assistance Consultancy  
Nairobi, Kenya**

*February 5 – February 11, 2017*

**SUNDAY, FEBRUARY 5TH  
TRAVEL (ALL TIMES IN LOCAL TIME ZONE)  
Washington, D.C.**

<b>2:20 P.M.</b>	<b>DEPART ORD UNITED FLIGHT 1178</b>
<b>5:28 P.M.</b>	<b>ARRIVE EWR</b>
<b>7:05 P.M.</b>	<b>DEPART EWR UNITED FLIGHT 134</b>

**\*ALL FLIGHTS AND TIMES ARE SUBJECT TO AVAILABILITY AND CHANGE**

MONDAY, FEBRUARY 6TH  
TRAVEL (ALL TIMES IN LOCAL TIME ZONE)

7:05 A.M.	ARRIVE ZRH
9:55 A.M.	DEPART ZRH UNITED 9765 OPERATED BY SWISS AIR
7:40 P.M.	ARRIVE NBO <ul style="list-style-type: none"> <li>• IRI Program Officer Scott Nemeth will be at the airport to greet U.S. House of Representatives Staff and escort through customs and</li> </ul>
9:00 P.M.	ARRIVE AT SOUTHERN SUN HOTEL
9:15 P.M.	CHECK-IN AND LOGISTICS BRIEFING <ul style="list-style-type: none"> <li>• Scott Nemeth will brief the delegation on the hotel accommodations, security procedures as well as logistics for time spent in country</li> <li>• Receive pre-loaded Tablet with relevant information and contact information</li> </ul>
9:45 P.M.	REST OF EVENING FREE

TUESDAY, FEBRUARY 7TH  
Nairobi, Kenya

10:00 A.M.	<b>COUNTRY BRIEFING AND BREAKFAST</b> <b>Location:</b> Southern Sun Hotel <b>Attendees:</b> Delegates, IRI DC and IRI Kenya <b>Subject:</b> Highlight current political conditions, country background information and learn about the legislative body of Kenya
12:00P.M.	<b>LUNCH MEETING WITH IRI STAFF</b> <b>Location:</b> Southern Sun Hotel <b>Attendees:</b> Delegates, IRI DC and IRI Kenya <b>Subject:</b> Role and Relationship of the U.S. Government in Kenya
1:30P.M.	<b>DEPART FOR U.S. EMBASSY</b>
2:00 P.M.	<b>MEETING WITH U.S. EMBASSY</b> <b>Location:</b> U.S. Embassy Nairobi <b>Attendees:</b> Ambassador Robert F. Godec, Delegates, IRI DC and IRI Kenya <b>Subject:</b> Roundtable Discussion on IIDP and Kenya
3:30 P.M.	<b>DEPART FOR SOUTHERN SUN</b>
4:00 P.M.	<b>ROUNDTABLE WITH INTERNATIONAL DEVELOPMENT COMMUNITY</b> <b>Location:</b> Southern Sun Hotel <b>Attendees:</b> Delegates, IRI DC, IRI Kenya and Development Representatives <b>Subject:</b> Discussion of Legislative Strengthening Efforts and Other International Development Ongoing in Kenya
6:00 P.M.	<b>DEPART FOR DINNER LOCATION CHOSEN BY DELEGATES</b>
6:30 P.M.	<b>GROUP DINNER AND DAILY LOGISTICS BRIEFING</b>
7:30 P.M.	<b>DEPART FOR SOUTHERN SUN HOTEL</b>
8:00 P.M.	<b>END OF DAILY PROGRAM</b>

WEDNESDAY, FEBRUARY 8TH  
Nairobi, Kenya

9:00 A.M.	<b>BREAKFAST</b> Location: Southern Sun Hotel
10:00 A.M.	<b>DEPART, PARLIAMENT OF KENYA</b>
10:30 A.M.	<b>MEETING W/ LEADERSHIP OF THE NATIONAL ASSEMBLY</b> Location: Parliament of Kenya Attendees: Delegates, IRI DC, IRI Kenya and Members of the National Assembly Subject: Discussion of HDP partnership, the purpose of the training and the future of HDP activities with Kenya
11:30 A.M.	<b>MEETING W/ SECRETARIAT STAFF</b> Location: Parliament of Kenya Attendees: Delegates, IRI DC, IRI Kenya and key staff of the Secretariat Subject: Discussion of HDP partnership, the purpose of the training and the future of HDP activities with Kenya
12:30 P.M.	<b>LUNCH LOCATION CHOSEN BY DELEGATES</b>
1:30 P.M.	<b>MEETING W/ PAST HDP ALUMNI</b> Location: Parliament of Kenya Attendees: Delegates, IRI DC, IRI Kenya and past staff and members who have participated in HDP programming around the world Subject: The political participation of women in Congress & creation of Women's Caucus
3:00 P.M.	<b>DEPARTURE FOR SOUTHERN SUN HOTEL</b>
3:30 P.M.	<b>ROUNDTABLE DISCUSSION ON HDP AND TRAININGS</b> Location: Southern Sun Hotel Attendees: Delegates, IRI DC and IRI Kenya Subject: Congressional staff will share impressions of needs and exchange experiences w/ HDP counterparts. Moderated by IRI Staff
5:00 P.M.	<b>BREAK – DELEGATES ARE FREE TO ADJUST TRAININGS AND CONSULT WITH IRI STAFF</b>
6:30 P.M.	<b>DEPART FOR DINNER</b>
7:00 P.M.	<b>GROUP DINNER AND DAILY LOGISTICS BRIEFING</b> Location: TBA Attendees: Delegates and IRI DC
8:30 P.M.	<b>RETURN TO SOUTHERN SUN HOTEL REST OF EVENING FREE</b>

THURSDAY, FEBRUARY 9TH  
*Nairobi, Kenya*  
Member Training

8:00 A.M.	<b>BREAKFAST</b> Location: Southern Sun Hotel
9:00 A.M.	<b>DEPART FOR PARLIAMENT OF KENYA FOR MEMBER TRAINING</b>
9:30 P.M.	<b>INTRODUCTION AND OVERVIEW TO MEMBERS OF PARLIAMENT</b> Location: Parliament of Kenya Attendees: Delegates, IRI Program Officer Scott Nemeth Subject: This session will provide a background and overview of HDP as well as introduce the delegates. It will be moderated by Scott Nemeth
10:00 A.M.	<b>OVERVIEW OF CONGRESSIONAL MEMBERS AND STAFF DUTIES AND RESPONSIBILITIES</b> SUBJECT: Congressional offices in the U.S. are structured to provide support to members and provide responsive communications and services to constituents. This session will provide insight into the day to day operations of Member offices in Washington, DC and in each district. A Question and Answer session will be included and it will be moderated by Scott Nemeth.
11:00 A.M.	<b>COFFEE BREAK</b>
11:15 A.M.	<b>REPRESENTING YOUR CONSTITUENTS IN THE LEGISLATIVE PROCESS</b> SUBJECT: This roundtable format will allow HDP members the opportunity to discuss the importance of representing constituents in the legislative process and the means in which they do so. This will highlight how constituents play a direct role in creating legislation, providing accountable oversight and how to use constituents to advance policy and build consensus. A Question and Answer session will be included and it will be moderated by Scott Nemeth.
12:30 P.M.	<b>LUNCH WITH MEMBERS</b>
1:30 P.M.	<b>UTILIZING CONSTITUENT SERVICES TO CONNECT WITH YOUR CONSTITUENTS</b> SUBJECT: Constituent Services are a vital component of Congressional Offices and provide a direct connection between the Member of Congress and his/her constituents. This session will highlight the types of services offered and how members and staff provide them. A Question and Answer session will be included and it will be moderated by Scott Nemeth.

2:30 P.M.	<p><b>THE ROLE OF MEDIA AND SOCIAL MEDIA IN CONSTITUENT RELATIONS AND SERVICES</b>  <b>SUBJECT:</b> This session will highlight how members can utilize the media to communicate their policy and messages directly to constituents as well as how to meaningfully use social media to gauge constituent opinions, present information and engage with different segments of constituencies. A Question and Answer session will be included and it will be moderated by Scott Nemeth.</p>
3:30 P.M.	<p><b>COFFEE BREAK</b></p>
4:00 P.M.	<p><b>INDIVIDUAL CONSULTATIONS WITH MEMBERS</b>  <b>Location:</b> Parliament of Kenya  <b>Subject:</b> Delegates and IRI staff will be available to meet individually with members to discuss the training and consult on member's efforts to provide constituent services and communication.</p>
5:00 P.M.	<p><b>DEPART FOR SOUTHERN SUN HOTEL.</b></p>
6:00 P.M.	<p><b>HDP ALUMNI RECEPTION</b>  <b>Location:</b> Southern Sun Hotel  <b>Attendees:</b> Delegates, IRI DC, IRI Kenya, members of the diplomatic community, TAC participants and past HDP alumni  <b>Subject:</b> This informal reception will allow past HDP participants to connect with their counterparts in the U.S. House of Representatives</p>
8:00 P.M.	<p><b>END OF DAILY PROGRAM</b></p>

FRIDAY, FEBRUARY 10TH  
Nairobi, Kenya  
Staff Training

8:00 A.M.	<b>BREAKFAST</b> Location: Southern Sun Hotel
9:00 A.M.	<b>DEPART FOR PARLIAMENT OF KENYA FOR STAFF TRAINING</b>
9:30 P.M.	<b>INTRODUCTION AND OVERVIEW TO PARLIAMENTARY STAFF</b> Location: Parliament of Kenya Attendees: Delegates, IRI Program Officer Scott Nemeth Subject: This session will provide a background and overview of HDP as well as introduce the delegates. It will be moderated by Scott Nemeth
10:00 A.M.	<b>OVERVIEW OF CONGRESSIONAL STAFF DUTIES AND RESPONSIBILITIES</b> SUBJECT: Congressional offices in the U.S. are structured to provide support to members and provide responsive communications and services to constituents. This session will provide insight into the day to day operations of Member offices in Washington, DC and in each district. A Question and Answer session will be included and it will be moderated by Scott Nemeth.
11:00 A.M.	<b>COFFEE BREAK</b>
11:15 A.M.	<b>REPRESENTING YOUR CONSTITUENTS IN THE LEGISLATIVE PROCESS</b> SUBJECT: This roundtable format will allow HDP members the opportunity to discuss the importance of representing constituents in the legislative process and the means in which they do so. This will highlight how constituents play a direct role in creating legislation, providing accountable oversight and how to use constituents to advance policy and build consensus. A Question and Answer session will be included and it will be moderated by Scott Nemeth.
12:30 P.M.	<b>LUNCH WITH STAFF</b>
1:30 P.M.	<b>UTILIZING CONSTITUENT SERVICES TO CONNECT WITH YOUR CONSTITUENTS</b> SUBJECT: Constituent Services are a vital component of Congressional Offices and provide a direct connection between the Member of Congress and his/her constituents. This session will highlight the types of services offered and how members and staff provide them. A Question and Answer session will be included and it will be moderated by Scott Nemeth.

2:30 P.M.	<p><b>THE ROLE OF MEDIA AND SOCIAL MEDIA IN CONSTITUENT RELATIONS AND SERVICES</b>  <b>SUBJECT:</b> This session will highlight how members can utilize the media to communicate their policy and messages directly to constituents as well as how to meaningfully use social media to gauge constituent opinions, present information and engage with different segments of constituencies. A Question and Answer session will be included and it will be moderated by Scott Nemeth.</p>
3:30 P.M.	<p><b>COFFEE BREAK</b></p>
4:00 P.M.	<p><b>INDIVIDUAL CONSULTATIONS WITH STAFF</b>  <b>Location:</b> Parliament of Kenya  <b>Subject:</b> Delegates and IRI staff will be available to meet individually with members to discuss the training and consult on staff efforts to provide constituent services and communication.</p>
5:00 P.M.	<p><b>DEPART FOR SOUTHERN SUN HOTEL.</b></p>
6:00 P.M.	<p><b>GROUP DINNER AND DAILY LOGISTICS BRIEFING</b></p>
8:00 P.M.	<p><b>END OF DAILY PROGRAM</b></p>



SATURDAY, NOVEMBER 11<sup>TH</sup>

10:00 A.M.	<b>BREAKFAST</b> <b>Location:</b> Southern Sun Hotel
12:00 P.M.	<b>DE-BRIEF</b> <b>Location:</b> IRI Kenya <b>SUBJECT:</b> Delegates and IRI staff will discuss lessons learned and conduct a post-training evaluation and assessment to further the HDPP partnership with Kenya
2:00 P.M.	<b>DEPART FOR AIRPORT</b>

- Return flight information has not been determined

Pre-Travel Disclosure Form

	Estimated	Ryan Actual
<b>Transportation Expenses</b>		
Plane ticket (Chicago> Nairobi>Chicago)	\$942.48	\$ -
Ground transport	\$150.00	\$ -
<i>Sub Total: Transportation</i>	<i>\$1,092.48</i>	<i>\$ -</i>
<b>Lodging Expenses</b>		
Southern Sun (6 nights at \$190 per night, inclusive of tax)	\$950.00	\$ -
<i>Sub Total: Lodging</i>	<i>\$950.00</i>	<i>\$ -</i>
<b>Meal Expenses</b>		
Nairobi Per Diem (7 days at \$120 per day)	\$840.00	\$ -
<i>Sub Total: Meals</i>	<i>\$840.00</i>	<i>\$0.00</i>
<b>Other Expenses</b>		
Domestic Taxis	\$100.00	\$ -
<i>Sub Total: Other</i>	<i>\$100.00</i>	<i>\$ -</i>
 <b>TOTAL</b>	 <b>\$2,982.48</b>	 <b>\$ -</b>