

U.S. House of Representatives  
Committee on Ethics


EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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.**

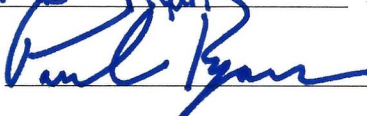
1. Name of Traveler: Mark Epley
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 5/6/2017 Return: 5/13/2017  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: D.C. Destination: Guatemala City, GTM Return city: D.C.
5. Sponsor(s) (who paid for the trip): International Republican Institute
6. Describe meetings and events attended: Meetings with and technical assistance provided to Members and staff of the Guatemala Congress.
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:  DATE: 5/26/2017

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:  DATE: 5/26/2017

SIGNATURE OF SUPERVISING MEMBER: 

5A

**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.

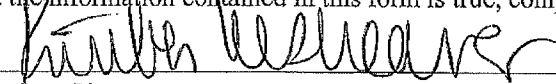
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): International Republican Institute
2. Travel Destination(s): Guatemala City, Guatemala
3. Date of Departure: May 6, 2017 Date of Return: May 13, 2017
4. Name(s) of Traveler(s): Mark Epley  
(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>1234.25</b>	1031.32	124.01	300.00 Taxis and Translation Services
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

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. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to [travel.requests@mail.house.gov](mailto: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: Mark Epley

**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: 

Name of signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member or committee: Office of the Speaker

Office address: H-232 (the Capitol)

Telephone number: 202-225-7616

Email address of contact person: mark.epley@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:

Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)  
• Travel email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov)

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Mark Epley
2. Sponsor(s) (who will be paying for the trip): IRI
3. Travel destination(s): Guatemala City, Guatemala
4. a. Date of departure May 6, 2017 Date of return: May 12, 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.  
Participation in providing technical assistance to the Congress of Guatemala promotes good will; my contribution to the consultancy is based on my experience with the legislative process and operation of the  
HOUSE AS GENERAL COUNSEL TO THE SPEAKER AND DEPUTY  
LEGISLATIVE EXPERIENCE.
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: April 7, 2017

Mark Epley  
Signature of Employing Member

Paul Ryan

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM *REVISED*

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. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to 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: MARK EPLEY

**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: Mark Epley

Name of signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member or committee: Office of the Speaker

Office address: H-232, The Capitol

Telephone number: 202 225-7617

Email address of contact person: ~~mark.epley~~ <sup>SCOTT MEMERTIN</sup> smemert@iri.org

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:

Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)  
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: MARK EPLEY
2. Sponsor(s) (who will be paying for the trip): Int'l Republican Institute
3. Travel destination(s): GUATEMALA CITY, GUATEMALA
4. a. Date of departure 5/6 Date of return: 5/13
- 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 sent separately  
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. GROWING DEMOCRACY BETWEEN US HOUSE AND CONGRESS OF GUATEMALA  
Democracy building Capacity building to promote democracy in GUATEMALA IN THE FORM OF TRAINING MEMBERS AND STAFF OF GUAT. CONG. BUILDS WORKALLOWS EC TO THE SPEAKER. TRAINING ON ALL ASPECTS OF HOUSE PROCESS AND ETHICS

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: 5/14/17

  
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](http://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):  
Mark Epley, invited to participate in a House Democracy Partnership technical assistance consultancy because of his knowledge of the U.S. legislative process.
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: May 6, 2017 Date of return: May 12, 2017
7. a. City of departure: Washington, D.C.  
b. Destination(s): Guatemala City, Guatemala  
c. City of return: Washington, D.C.
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 the Congress of Guatemala's request to HDP for technical assistance in Guatemala on legislative processes, IRI will facilitate a series of workshops and trainings on this topic for Members of Congress 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): \_\_\_\_\_  
Guatemala - \$96/day (based on State Department-established per diem rates)

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
HDP is beginning to conduct programs in Guatemala in furtherance of their partnership with HDP.

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

Hotel name: InterContinental Real Guatemala City City: Guatemala City Cost per night: 140

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 <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	1234.25	980.00	768.00
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	300.00	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: Kimber Shearer

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)

Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

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*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Sheria A. Clarke  
*Counsel to the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

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

April 28, 2017

Mr. Mark D. Epley  
Office of the Speaker  
H-232, The Capitol  
Washington, DC 20515

Dear Mr. Epley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Guatemala, scheduled for May 6 to 12, 2017, sponsored by the 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] 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.

Mr. Mark D. Epley  
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



Theodore E. Deutch  
Ranking Member

SWB/TED:smm

Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Sheria A. Clarke  
*Counsel to the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

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

May 11, 2017

Mr. Mark D. Epley  
Office of the Speaker  
H-232, The Capitol  
Washington, DC 20515

Dear Mr. Epley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Guatemala, scheduled for May 6 to 13, 2017, sponsored by the International Republican Institute. This letter supersedes the letter from the Committee dated April 28, 2017, approving your request.

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] 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.

Mr. Mark D. Epley  
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



Theodore E. Deutch  
Ranking Member

SWB/TED:smm



**The International  
Republican Institute**  
Suite 700  
1225 Eye St., NW  
Washington, D.C. 20005  
(202) 408-9450  
(202) 408-9462 FAX  
[www.iri.org](http://www.iri.org)

April 7, 2017

Mr. Mark Epley  
General Counsel  
Office of the Speaker  
H-232 The Capitol  
Washington, D.C. 20515

Dear Mr. Epley,

In furtherance of its partnership with the U.S. House of Representatives, the International Republican Institute (IRI), on behalf of the House Democracy Partnership (HDP) is pleased to invite you to join a 7-day technical assistance consultancy (TAC) to Guatemala City, Guatemala to train Members of Congress and legislative staff on the legislative process and committee structure. The TAC will take place from May 6 – 12, 2017, in Guatemala City, Guatemala.

The TAC is to further the House of Representatives' relationship with its peers in the Congress of Guatemala, who have expressed interest in gaining technical knowledge of the legislative process, committee structures and how to effectively represent and communicate with citizens. The TAC, which IRI is organizing on behalf of HDP, will include trainings with Members of Congress, personal staff and parliamentary administrative staff. The TAC will also include consultations with HDP partners in Guatemala to further the partnership, evaluate current programming and draft plans for future activities.

Travel will occur from May 6 -12, 2017. HDP, through an arrangement with IRI, will pay all approved travel expenses. IRI staff will facilitate travel arrangements. IRI will purchase economy class airline tickets and reserve and pay for hotel accommodations. IRI will also provide reimbursement, per State Department guidelines, to cover meals and incidental expenses not included in the itinerary.

To confirm participation or if you have any questions, please contact Scott Nemeth at 202-408-9450 or via email at [snemeth@iri.org](mailto:snemeth@iri.org). We appreciate your support of HDP's mission!

Sincerely,

  
Michelle Bekkering  
Director of Global Initiatives



# House Democracy Partnership

## An Effective and Representative Legislature: Creating, Collaborating and Communicating

Guatemala City, Guatemala

May 6 – 12, 2017

## Travel Day (IRI) – Saturday, May 6, 2017

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The U.S. delegation will be departing from Washington, D.C. with IRI Program Officer Scott Nemeth. It is strongly encouraged that delegates arrive at their airport of origin at least two and a half hours prior the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is directly reimbursable. The U.S. delegation will meet Scott one hour prior to the flight at the departure gate. All flight departures and arrivals are based on local time. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Scott of any delays or changes in flight plan.

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5:37am

### **DL1393 Arrives La Aurora International Airport (GUA)**

*Brad Smith will meet IRI Guatemala RPO Jorge Ceballos outside of the baggage claim area to be will escorted to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find Jorge please notify Scott. Jorge will facilitate the check-in process at the Westin Camino Real and be available for assistance throughout the day.*

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12:25pm

### **DL820 Departs Washington Reagan International Airport (DCA)**

*Courtney Kum will meet IRI PO Scott Nemeth at the departure gate one hour before the flight departs.*

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2:15pm

### **DL820 Arrives Atlanta Hartsfield-Jackson (ATL)**

*Please wait outside of the gate when deplaning in order for the group to rendezvous and then proceed to connecting departure gate.*

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5:55pm

### **DL906 Departs Atlanta Hartsfield- Jackson (ATL)**

7:35pm

### **DL906 Arrives La Aurora International Airport (GUA)**

*Please wait outside of the gate when deplaning in order for the group to rendezvous and then proceed to customs. Should you need assistance during the customs process, please notify Scott.*

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8:30pm

### **Rendezvous and Depart to Westin Camino Real Guatemala City**

*All of the U.S. Delegation will rendezvous outside the baggage claim area and prepare to depart the airport. IRI Guatemala staff will meet the group and will escort the delegation to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find the group please notify Scott.*

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9:00pm

### **Check in Westin Camino Real Guatemala City**

*IRI staff will assist with the check-in process. Delegates will provide a personal credit to keep on file with the hotel for personal expenses. Rest of evening free.*

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## Travel Day (NDI)-Sunday, May 7, 2017

It is strongly encouraged that delegates arrive at their airport of origin at least two and a half hours prior the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is directly reimbursable. All flight departures and arrivals are based on local time.

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6:00 am	<b>Traveler: Jerry Hartz</b> DL900 Departs Boston Logan International Airport
8:51 am	<b>Traveler: Jerry Hartz</b> DL900 Arrives Hartsfield-Jackson Atlanta International Airport
6:15 am	<b>Travelers: Maureen Taft-Morales and Austin Robles</b> AA1567 Departs Washington Reagan International Airport (DCA)

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8:58 am	<b>Travelers: Maureen Taft-Morales and Austin Robles</b> AA1567 Arrives Miami International Airport (MIA)
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10:43 am	<b>Traveler: Jerry Hartz</b> DL904 Departs Hartsfield Jackson Atlanta International Airport
10:59 am	<b>Travelers: Maureen Taft-Morales and Austin Robles</b> AA2241 Departs Miami International Airport (MIA)

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11:53 am	<b>Travelers: Maureen Taft-Morales and Austin Robles</b> AA2241 Arrives La Aurora International Airport (GUA)
12:15 pm	<b>Traveler: Jerry Hartz</b> DL904 Arrives La Aurora International Airport (GUA)

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12:00 pm	<b>Rendezvous and Depart for Westin Camino Real</b>
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1:30 pm	<b>Check in to Westin Camino Real</b>
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## Sunday, May 7, 2017

Day's Theme: Informal Briefing

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9:00am	<b>Depart Antigua Guatemala</b>
10:00am	<b>Breakfast at Finca Filadelfia</b>
11:00am	<b>Coffee Tour at Finca Filadelfia</b>
1:30pm	<b>Lunch</b> <i>Location: Hotel Casa Santo Domingo, 3a Calle Oriente 28A</i> <i>Attendees: HDP Delegation, IRI DC Staff and IRI Local Staff</i>
4:00pm	<b>Depart to Westin Camino Real Hotel</b>
6:00pm	<b>Political and Country Briefing</b> <i>The International Republican Institute (IRI) and The National Democratic Institute (NDI) Staff will brief delegates on key background information regarding Guatemala, The Congress of Guatemala and the political situation. This Briefing will be conducted at the hotel's main restaurant: El Cafetal.</i>
8:00pm	<b>Rest of Evening Free</b> <i>NDI- IRI DC staff will be available for assistance should you need anything or have questions. If you need to leave the hotel at any time following the official program, please notify NDI- IRI DC staff to arrange transportation. Any changes in the next day's agenda or logistics will be emailed to the HDP delegation by 10pm.</i>

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# Monday, May 8, 2017

Day's Theme: Training Session 1

*Workshops and Consultations: these workshops will be oriented to train legislative advisors, legislative directors and deputies.*

- 
- 7:00am                    **Depart to the Congress of Guatemala**
- Delegates and NDI-IRI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*
- 
- 8:00am                    **Opening of the event**
- Location:** Congress of Guatemala -Salón Larrazabal-  
**Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  
**Presenters:** Oscar Chinchilla – President of the Congress of Guatemala  
Eduardo Nuñez – National Democratic Institute  
Antonio Garrastazu – International Republican Institute
- 
- 8.45am                    **Objectives and agenda review**
- Location:** Congress of Guatemala -Salón Larrazabal-  
**Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff
- 
- 09:00am                    **Training Session 1: Introduction to the Processes and Structures of the U.S. Congress and The Roles of Staff and Members**
- Location:** Congress of Guatemala -Salón Larrazabal-  
**Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI –NDI Local Staff  
**Presenters:** Brad Smith – Former Chief of Staff, Congressman David Dreier
- This session will provide a comprehensive overview of the U.S. Congress, its role within the U.S. political system, and the legislative process. This session will provide a context for the remainder of the week's discussions and further HDP engagement. This session will also provide insight into the day to day operations of Member offices*
- 
- 10:00am                    **Training Session 2: Legislative Procedures and Consensus building**
- Location:** Congress of Guatemala -Salón Larrazabal-  
**Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  
**Presenters:** Brad Smith – Former Chief of Staff, Congressman David Dreier
- Jerry Hartz – Director of Government Relations and Communications of the National Democratic Institute*
- 



11:00am	<p><b>Training Session 3: The Purpose and Process of Committees</b>  <b>Location:</b> Congress of Guatemala -Salón Larrazabal-  <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  <b>Presenter:</b> Mark Epley – General Counsel, Office of Speaker Paul Ryan</p> <p><i>Committees play a vital role in the legislative process. This session will cover committee structures, functions and processes. Participants from the Congress of Guatemala will be encouraged to discuss how their committees' function and how they can incorporate best practices shared by the U.S. delegates.</i></p>
12:30pm	<p><b>Lunch</b>  <b>Location:</b> Restaurante Altuna 5ta. Avenida 12-31 zona 1  <b>Attendees:</b> HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p>
2:30pm	<p><b>Workgroup 1: Methods of legislative and archival research</b>  <b>Location:</b> Salón Monarcas 1, Hotel Royal Palace  <b>Attendees:</b> Advisers of Legislative Direction, General Direction, Advisers of Heads of Block, NDI DC and local Staff  <b>Presenter:</b> Maureen Taft-Morales – Congressional Research Service</p>
2:30pm	<p><b>Workgroup 2: Public Hearings as a Tool for Citizen Inclusion</b>  <b>Location:</b> Salón Monarcas 2, Hotel Royal Palace  <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  <b>Presenter:</b> Courtney Kum – Legislative Assistant, Congressman Steve Knight</p> <p><i>Public hearings are used by committees for oversight, policy creation, policy implementation and to gain citizen input which leads to legislative initiatives. This session will discuss how hearings can be a direct avenue for involving citizens into creating policy that reflects the will and needs of citizens</i></p>
4:00pm	<p><b>Coffee break (both group)</b></p>
5:00pm	<p><b>Return to Westin Camino Real Hotel</b></p>
6:45pm	<p><b>Depart to Leonardi L'Enoteca</b></p>
7:00pm	<p><b>Dinner with Legislative Leaders</b>  <b>Location:</b> Leonardi L'Enoteca, AVIA 12 calle 2-25 zona 10 2do nivel.  <b>Attendees:</b> Legislative Directors, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p> <p><i>The Legislative Office supports the Congress in a number of ways related to the creation of bills and the legislative process; as well as, restructuring and modernizing the legislature. The HDP delegation will provide consultations on how the Office can support Members in the legislative process.</i></p>
8:30pm	<p><b>Rest of Evening Free</b></p>



## Tuesday, May 9, 2017

Day's Theme: Training Session 2

*Workshops and Consultations: these workshops will be oriented to train legislative advisors, legislative directors and deputies.*

- 
- 8:00am            **Depart for Hotel Royal palace**
- Delegates and IRI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*
- 
- 9:00am            **Training Session 4: The Role of Ethics in an Effective and Transparent Legislative Body**
- Location:** Salones Monarcas 1 y 2, Hotel Royal Palace  
**Attendees:** Advisors to Committees on Legislation, Finance, Transparency, Technical Support Commission, Board Advisors, IRI DC and local Staff  
**Presenter:** Mark Epley – General Counsel, Office of Speaker Paul Ryan
- In order to become an effective representative in the legislative process, it is necessary to collaborate within Congress and with the executive branch. This session will explore opportunities and methods for creating a dialogue throughout government*
- 
- 10:30am           **Training Session 5: An Inclusive Legislature: Communicating and Engaging Constituents**
- Location:** Salones Monarcas 1 y 2, Hotel Royal Palace  
**Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  
**Presenters:** Courtney Kum – Legislative Assistant, Congressman Steve Knight
- Congressional offices in the U.S. are structured to provide communication and services to citizens through member and staff engagement. This session will highlight the different ways in which members*
- 
- 12:00pm           **Training Session 6: Messaging from Leadership**
- Location:** Salones Monarcas 1 y 2, Hotel Royal Palace  
**Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  
**Presenters:** Mark Epley – General Counsel, Office of Speaker Paul Ryan  
Jerry Hartz – Director of Government Relations and Communications NDI
- 
- 1:00pm            **Location:** Restaurante el Adobe – 7 avenida 9-96 zona 1-  
**Attendees:** HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff  
**Location:** 6ta Avenida 12-66, Guatemala
- 



2:30pm	<p><b>Workgroup 1: Policy Creation through the Inclusion of Citizens, Utilization of Resources and Collaborating within the Legislature</b></p> <p><b>Location:</b> Salones Monarcas 1 y 2, Hotel Royal Palace</p> <p><b>Attendees:</b> Legislative Advisors, Legislative Directors Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff</p> <p><b>Presenter:</b> Brad Smith – Former Chief of Staff, Congressman David Dreier</p> <p><i>This session will allow participants and the delegates to discuss how topics covered throughout the week can positively affect policy creation and implementation. This session will include an activity for participants to practice knowledge gained as it relates to their role in the Congress</i></p>
2:30pm	<p><b>Workgroup 2: Establishment and Consolidation of a Congressional Library and Research Service</b></p> <p><b>Location:</b> Salón Monarcas 2, Hotel Royal Palace</p> <p><b>Attendees:</b> Advisors to Committees on Legislation, Finance, Transparency, Technical Support Commission, Board Advisors, IRI DC and local Staff</p> <p><b>Presenter:</b> Maureen Taft</p>
4:30pm	<b>Coffee break</b>
5:00pm	<b>Return to Westin Camino Real Hotel</b>
6:30pm	<b>Depart to Clio's</b>
7:00pm	<p><b>Dinner with Women's Caucus</b></p> <p><b>Location:</b> Clio's Restaurant, 6A Avenida 15-65 Zona 10</p> <p><b>Attendees:</b> Women's Caucus, HDP Delegation, IRI-NDI Staff</p> <p><i>Insights of the Women's Caucus current work and functions</i></p>
9:00pm	<b>Rest of Evening Free</b>



## Wednesday, May 10, 2017

Day's Theme: Legislative Briefing

*Official meetings with the legislative branch authorities and Civil Society Organizations, among the attendees are the President of the Congress, the Board of Directors of the Congress, Political Party Leaders, HDP Local Commission and Legislative Directors*

- 
- 8:00am**      **Depart to Congress of Guatemala**  
*Delegates and IRI-NDI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*
- 
- 9:00am**      **Meeting with the Oscar Chinchilla President of the Congress and the Board of Directors of the Congress**  
*Location: Congress of Guatemala*  
*Attendees: President of Congress Oscar Stuardo Chinchilla, Board of Directors, HDP Delegation, IR-NDII DC Staff and IRI-NDI Local Staff*  
*This meeting will allow for a general discussion of HDP and strategic priorities. In furtherance of the HDP relationship with Guatemala, legislative priorities and opportunities for future HDP engagement will be discussed. HDP delegates will also be able to provide consultations related to communication, legislative processes and executive-legislative coordination, and to discuss the growth and development of the Congress of Guatemala and how HDP can further that development*
- 
- 10:30am**      **Depart Courtyard Marriot hotel**
- 
- 11:00am**      **Meeting with Consortium for an Open and Democratic Parliament –PARLAD-**  
*Location: Courtyard Marriot, 1 Avenida 12-47, Zona 10*  
*Attendees: HDP Delegation, IR-NDII DC Staff and IRI-NDI Local Staff*  
Center of Guatemalan Studies (CEG), Association for Legislative and Democratic Development (LEGIS), Netherlands Institute for Multiparty Democracy (NIMD) and NDI
- 
- 12:00pm**      **Meeting with Civil Society Organizations**  
*Location: Courtyard Marriot, 1 Avenida 12-47, Zona 10*  
*Attendees: ACAG and Congreso Eficiente, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff*  
*Members of the Association for an Open Congress (ACAG) and the Organization Efficient Congress will discussed about the Guatemalan Congress performance*
- 
- 1:30pm**      **Lunch**  
**Location: Courtyard Marriot, 1 Avenida 12-47, Zona 10**
- 



2:30pm	<p><b>Meeting with Presidential Commission for Parliamentary Modernization</b>  <b>Location:</b> Courtyard Marriot, 1 Avenida 12-47, Zona 10  <b>Attendees:</b> Members of the Presidential Commission for Parliamentary Modernization, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p> <p><i>Prioritization of actions in the modernization of the Congress, opportunities for collaboration between congresses</i></p>
3:30pm	<p><b>Meeting with the Technical Support Commission of Guatemala's Congress</b>  <b>Location:</b> Courtyard Marriot, 1 Avenida 12-47, Zona 10  <b>Attendees:</b> Board of Directors of the Legislative Commission , HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p> <p><i>Guatemala continues to make efforts towards modernizing the congress, this meeting will allow for insight and consultation from HDP</i></p>
4:30pm	<p><b>Return to Westin Camino Real Hotel</b></p>
6:00pm	<p><b>Depart to Cayala</b></p>
7:00pm	<p><b>Debrief Dinner</b>  <b>Location:</b> Flor de Lis Restaurant, Paseo Cayala Zona 16  <b>Attendees:</b> HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p>
9:00pm	<p><b>Rest of Evening Free</b></p>





Thursday, May 11, 2017

Day's Theme: Public Forum – Reception

- 
- 7:00 am                    **Depart to Congress of Guatemala**  
*Delegates and IRI-NDI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure*
- 
- 8:00am                    **Breakfast with Congressional Political Party Leaders**  
*Location: Congress of Guatemala –Salón del Pueblo*  
*Attendees: Political Party Leaders (Members), HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff*  
  
*This informal conversation with party leaders will focus on the legislative priorities and challenges facing the Congress of Guatemala.*
- 
- 10:00am                    **Meeting with USAID Mission Director**  
*Location: Carretera a El Salvador Km. 6.7 Zona 10*  
*Attendees: USAID Mission Director- Tom Delaney, HDP Delegation, IRI-NDI DC Staff, IRI-NDI RPD*  
  
*USAID program and priorities in Guatemala and perspectives on Congress*
- 
- 11:00am                    **Meeting with The U.S. Ambassador to Guatemala**  
*Location: U.S. Embassy*  
*Attendees: Todd Robinson- US Ambassador, HDP Delegation, IRI-NDI DC Staff, IRI-NDI RPD*  
  
*Political analysis, US priorities, perspective on evolving U.S.-Guatemala relations*
- 
- 12:30pm                    **Lunch**  
*Location: Restaurante Ambia – 10a av. 5-49 zona 14*  
*Attendees: HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff*
- 
- 4:00pm                    **Public Forum: The Management and Development of a Legislative Agenda from the Governments Political Party, The Opposition, and The Minorities**  
*Location: Westin Camino Real Auditorium*  
*Attendees: The President of the Congress, Congressional Committee Advisors, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff and IRI Local Staff*  
*Presenters: Mark Epley – General Counsel, Office of Speaker Paul Ryan*  
*Jerry Hartz – NDI Director of Government Relations and Communications*  
*Arabella Castro- Former President of the Guatemala Congress*  
*Eduardo Nuñez – NDI Regional Director (Moderator)*
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*Debate discussion of the Management and Development of a Legislative Agenda from the perspective of the Governments Political Party, The Opposition, and The Minorities.*

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6.30pm

**Closing Reception**

**Location:** Congress of Guatemala -Salón de los pasos perdidos-

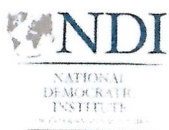
**Attendees:** President of Congress, Board of Directors, Congressional Leaders, Congressional Committee Advisors, Key Political Actors, HDP Delegation, IRI-NDI Staff

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9:00pm

**Return to Westin Camino Real Hotel**

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**USAID**  
FROM THE AMERICAN PEOPLE



Friday, May 12, 2017

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6:00am	<b>Depart for Panajachel, Guatemala</b> <i>IRI staff will provide transportation to the indigenous community of Panajachel, Guatemala where delegates will experience the indigenous culture to better understand the challenges facing indigenous representation in the Congress of Guatemala</i>
8:00 -10:00am	<b>Breakfast with Congressman Paul Briere</b> <i>Delegates will meet with Congressman Paul Briere to discuss the topic of immigration as Congressman Briere is the leading expert on issues related to immigration in Congress.</i>
10:00am-12:00pm	<b>Panajachel Indigenous Community</b> <i>Delegates will have the opportunity to interact with the indigenous community of Panajachel. This experience will frame the context for a discussion on how the Congress of Guatemala can include the indigenous community in the legislative process.</i>
12:00pm	<b>Lunch Discussion with IRI on Indigenous Inclusion</b> <i>Delegates will discuss the opportunities for indigenous inclusion in the Congress of Guatemala and the opportunity for future HDP engagement on the topic. IRI Program Officer Jorge Ceballos will discuss IRI programs that work directly with citizen security, particularly with indigenous communities.</i>
2:00 pm	<b>Depart for Antigua, Guatemala by car</b>
5:30pm	<b>Working Dinner with Members of Congress</b> <i>Congressman Carlos Barreda and Congresswoman Karina Paz will share their thoughts on how the HDP program impacted the Congress of Guatemala. Delegates will also share their experience and ideas for future HDP engagement.</i>
8:00pm	<b>Depart for Guatemala City</b>
9:00pm	<b>Rest of Evening Free</b>

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Saturday, May 13, 2017

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7:00am

**Working Breakfast with Congressman Amilcar Pop**

*Congressman Pop is an indigenous member of congress and an expert on transparency. Delegates will share their ideas for indigenous inclusion and offer insight into legislation related to transparency.*

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10:00am

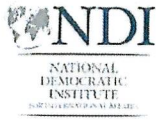
**Depart for Guatemala Airport**

1:25pm

**Depart on DL 906**

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## **House Democracy Partnership**

### **An Effective and Representative Legislature: Creating, Collaborating and Communicating**

Guatemala City, Guatemala

May 6 – 12, 2017

## Travel Day – Saturday, May 6, 2017

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The U.S. delegation will be departing from Washington, D.C. with IRI Program Officer Scott Nemeth. It is strongly encouraged that delegates arrive at their airport of origin at least two and a half hours prior to the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is directly reimbursable. The U.S. delegation will meet Scott one hour prior to the flight at the departure gate. All flight departures and arrivals are based on local time. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Scott of any delays or changes in flight plan.

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3:00pm **DL151 Departs Washington Reagan International Airport (DCA)**

*Delegates will meet IRI PO Scott Nemeth at the departure gate one hour before the flight departs.*

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4:55pm **DL151 Arrives Atlanta Hartsfield-Jackson (ATL)**

*Please wait outside of the gate when deplaning in order for the group to rendezvous and then proceed to connecting departure gate.*

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5:55pm **DL906 Departs Atlanta Hartsfield- Jackson (ATL)**

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7:35pm **DL906 Arrives La Aurora International Airport (GUA)**

*Please wait outside of the gate when deplaning in order for the group to rendezvous and then proceed to customs. Should you need assistance during the customs process, please notify Scott.*

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8:30pm **Rendezvous and Depart for InterContinental Real Guatemala City**

*All of the U.S. Delegation will rendezvous outside the baggage claim area and prepare to depart the airport. IRI Guatemala staff will meet the group and will escort the delegation to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find the group please notify Scott.*

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9:00pm **Check in to Intercontinental Real Guatemala City**

*IRI staff will assist with the check-in process. Delegates will provide a personal credit to keep on file with the hotel for personal expenses. Rest of evening free.*



## Sunday, May 7, 2017 (all times local)

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6:00 – 10:00am **Breakfast**

*Breakfast will be at the delegates leisure and is served buffet style at the hotel's main restaurant. Due to the late arrival on the previous night, delegates will be given the morning to prepare for the weeks' trainings and get adjusted to Guatemala City.*

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12:00pm **Depart for the City of Antigua**

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1:00pm **Program Briefing**

*IRI staff will conduct briefings related to logistics, country context and the current political situation. Delegates will also coordinate on their trainings.*

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4:00pm **Depart for InterContinental Real Guatemala City**

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6:00pm **Political and Country Briefing**

*IRI and the National Democratic Institute (NDI) staff will brief delegates on key background information regarding Guatemala, the Congress of Guatemala and the political situation. This briefing will be conducted at the hotel restaurant over dinner.*

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9:00pm **Rest of Evening Free**

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**Monday, May 8, 2017**

**Workshops and Consultations:** Participants from the Congress of Guatemala will include key members, staff and secretariat staff

**9:00am Depart for Congress of Guatemala**

*Delegates and IRI staff will meet promptly in the lobby in order to depart for the 30-60 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*

**10:00am Arrive at Congress of Guatemala**

*Please have your passport available for inspection at various security checkpoints, the Congress of Guatemala will provide an official welcome and ceremonial beginning of the trainings.*

**10:30am Welcome and Introduction to HDP**

Antonio Garrastazu - IRI RPD

Eduardo Nunez - NDI RPD

*A brief overview of the House Democracy Partnership will be provided as well as an introduction of the delegation and their areas of expertise. Participants will also be invited to introduce themselves.*

**11:00am Introduction to the U.S. Congress: Structures and Processes**

Brad Smith – Former Chief of Staff, Congressman David Dreier

Mark Epley – General Counsel, Office of Speaker Paul Ryan

Courtney Kum – Legislative Assistant, Congressman Steve Knight

*This session will provide a comprehensive overview of the U.S. Congress, its role within the U.S. political system, and the legislative process. This session will provide a context for the remainder of the week's discussions and further HDP engagement.*

**1:00pm Lunch Break**

**2:00pm The Role of Committees: Oversight, Policy Creation, Implementation**

Mark Epley – General Counsel, Office of Speaker Paul Ryan

*Committees play a vital role in the legislative process. This session will cover committee structures, functions and processes. Participants from the Congress of Guatemala will be encouraged to discuss how their committees' function and how they can incorporate best practices shared by the U.S. delegates.*





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3:00pm

**Public Hearings: A Tool for Citizen Inclusion**

Courtney Kum – Legislative Assistant, Congressman Steve Knight

*Public hearings are used by committees for oversight, policy creation, policy implementation and to gain citizen input which leads to legislative initiatives. This session will discuss how hearings can be a direct avenue for involving citizens into creating policy that reflects the will and needs of citizens.*

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4:00pm

**Transport to InterContinental Real Guatemala City**

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5:00pm

**Break**

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7:00pm

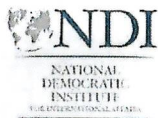
**Dinner with Congressional Women's Caucus**

*Members of the Congress of Guatemala have recently formed a Women's Caucus that has taken an active role in the legislature. Delegates will hear the story of the Caucus and exchange ideas.*

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9:00pm

**Rest of Evening Free**



Tuesday, May 9, 2017

**Workshops and Consultations:** Participants from the Congress of Guatemala will include key members, staff and secretariat staff

9:00am **Depart for Congress of Guatemala**

*Delegates and IRI staff will meet promptly in the lobby in order to depart for the 30-60 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*

10:00am **U.S. Congressional Offices: Staffing and Responsibilities**

Brad Smith – Former Chief of Staff, Congressman David Dreier

*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.*

11:30am **Representing Citizens in the Legislative Process**

Courtney Kum – Legislative Assistant, Congressman Steve Knight

*This session format will allow 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.*

1:00pm **Lunch Break**

2:00pm **Congressional Support Agencies and Archive Capability**

Maureen Taft-Morales – Analyst, Congressional Research Service

*CRS will provide a comprehensive overview of the organization and its mission, as well as how it supports Members of Congress and their staff with their legislative and representative role. Additionally, insight into the record keeping and archive capability of CRS will be discussed.*

3:30pm **Transport to InterContinental Real Guatemala City**

4:30pm **Break**

7:00pm **Working Dinner**

*IRI and NDI Guatemala staff will meet with the delegates to discuss the workshops and provide any insight needed.*



9:00pm

Rest of Evening Free

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Wednesday, May 10, 2017

**Workshops and Consultations:** Participants from the Congress of Guatemala will include key members, staff and secretariat staff

9:00am **Depart for Congress of Guatemala**

*Delegates and IRI staff will meet promptly in the lobby in order to depart for the 30-60 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*

10:00am **Utilizing the Media and Social Media to Communicate with Constituents**  
Courtney Kum – Legislative Assistant, Congressman Steve Knight

*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.*

11:30am **Collaborating and Communicating within the Government**  
Mark Epley- General Counsel, Office of Speaker Paul Ryan

*In order to become an effective representative in the legislative process, it is necessary to collaborate within Congress and with the executive branch. This session will explore opportunities and methods for creating a dialogue throughout government.*

1:00pm **Lunch Break**

2:00pm **Policy Creation: Including Citizen Voices, Using Resources, and Collaborating within the Legislature**  
Brad Smith

*This session will allow participants and the delegates to discuss how topics covered throughout the week can positively affect policy creation and implementation. This session will include an activity for participants to practice knowledge gained as it relates to their role in the Congress.*

3:30pm **Transport to InterContinental Real Guatemala City**

4:00pm **Break**



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7:00pm

**HDP Reception**

*Delegates will be able to interact with key political figures and staff from the Congress of Guatemala in order to share impressions of the program and learn more about the Congress of Guatemala.*

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9:00pm

**Rest of Evening Free**

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## Thursday, May 11, 2017

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**9:00am Depart for Congress of Guatemala**

*Delegates and IRI staff will meet promptly in the lobby in order to depart for the 30-60 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*

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**10:00am Congress of Guatemala's Commission for HDP**

*In order to facilitate a relationship between the Congress of Guatemala and the U.S. House of Representatives, the Congress of Guatemala has created a multi-party HDP Commission that works directly to welcome U.S. delegations and organizing HDP programming. This meeting will further the HDP relationship. IRI and NDI staff will facilitate the meeting and delegates will be encouraged to share feedback on the program.*

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**11:30am Board of Directors – Congress of Guatemala**

*The Congress of Guatemala is led by a Board of Directors, which includes the President of Congress. This meeting will further the HDP relationship. IRI and NDI staff will facilitate the meeting and delegates will be encouraged to share feedback on the program.*

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**1:00pm Lunch Break and Transport to U.S. Embassy Guatemala City**

**2:30pm U.S. Embassy and USAID**

*Delegates and staff from IRI and NDI will meet with officials from the U.S. Embassy and USAID to discuss the week's program and to generate ideas for future HDP engagement with the Congress of Guatemala.*

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**4:00pm Transport to InterContinental Real Guatemala City**

**4:30pm Break**

**7:00pm Transport to Paseo Cayala**

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7:30pm

**Farewell Dinner at Paseo Cayala**

*Delegates and staff from IRI and NDI will gather for a farewell dinner to discuss the program and opportunities for future HDP engagement.*

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9:00pm

**Transport to Intercontinental Real Guatemala City**

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9:30pm

**Rest of Evening Free**



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## Friday, May 12, 2017

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9:30am	<b>Breakfast Debrief</b> <i>Delegates and the RPDs for IRI and NDI will meet to debrief on the program and provide a comprehensive review of HDP engagement.</i>
11:00am	<b>Checkout and Transport to La Aurora International Airport</b>
1:25pm	<b>DL906 Departs for Hartsfield- Jackson (ATL)</b>
6:59pm	<b>DL906 Arrives at Hartsfield-Jackson (ATL)</b>
8:30pm	<b>DL474 Departs for Washington Reagan International Airport (DCA)</b>
10:17pm	<b>DL474 Arrives at Washington Reagan International Airport (DCA)</b>







# House Democracy Partnership

## An Effective and Representative Legislature: Creating, Collaborating and Communicating

Guatemala City, Guatemala

May 6 – 12, 2017

## Travel Day (IRI) – Saturday, May 6, 2017

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The U.S. delegation will be departing from Washington, D.C. with IRI Program Officer Scott Nemeth. It is strongly encouraged that delegates arrive at their airport of origin at least two and a half hours prior the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is directly reimbursable. The U.S. delegation will meet Scott one hour prior to the flight at the departure gate. All flight departures and arrivals are based on local time. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Scott of any delays or changes in flight plan.

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5:37am

### **DL1393 Arrives La Aurora International Airport (GUA)**

*Brad Smith will meet IRI Guatemala RPO Jorge Ceballos outside of the baggage claim area to be will escorted to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find Jorge please notify Scott. Jorge will facilitate the check-in process at the Westin Camino Real and be available for assistance throughout the day.*

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12:25pm

### **DL820 Departs Washington Reagan International Airport (DCA)**

*Courtney Kum will meet IRI PO Scott Nemeth at the departure gate one hour before the flight departs.*

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2:15pm

### **DL820 Arrives Atlanta Hartsfield-Jackson (ATL)**

*Please wait outside of the gate when deplaning in order for the group to rendezvous and then proceed to connecting departure gate.*

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5:55pm

### **DL906 Departs Atlanta Hartsfield- Jackson (ATL)**

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7:35pm

### **DL906 Arrives La Aurora International Airport (GUA)**

*Please wait outside of the gate when deplaning in order for the group to rendezvous and then proceed to customs. Should you need assistance during the customs process, please notify Scott.*

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8:30pm

### **Rendezvous and Depart to Westin Camino Real Guatemala City**

*All of the U.S. Delegation will rendezvous outside the baggage claim area and prepare to depart the airport. IRI Guatemala staff will meet the group and will escort the delegation to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find the group please notify Scott.*

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9:00pm

### **Check in Westin Camino Real Guatemala City**

*IRI staff will assist with the check-in process. Delegates will provide a personal credit to keep on file with the hotel for personal expenses. Rest of evening free.*





# Sunday, May 7, 2017

Day's Theme: Informal Briefing

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9:00am	<b>Depart Antigua Guatemala</b>
10:00am	<b>Breakfast at Finca Filadelfia</b>
1:30pm	<b>Working Lunch</b> <i>Location: Hotel Casa Santo Domingo, 3a Calle Oriente 28A</i> <i>Attendees: HDP Delegation, IRI DC Staff and IRI Local Staff</i>  <i>Staff from IRI DC and IRI Guatemala will discuss the program for the week ahead and work with delegates on crafting their presentation to best fit the needs of the Congress of Guatemala.</i>
4:00pm	<b>Depart to Westin Camino Real Hotel</b>
6:00pm	<b>Political and Country Briefing</b>  <i>The International Republican Institute (IRI) and The National Democratic Institute (NDI) Staff will brief delegates on key background information regarding Guatemala, The Congress of Guatemala and the political situation. This Briefing will be conducted at the hotel's main restaurant: El Cafetal.</i>
8:00pm	<b>Working Dinner</b>  <i>NDI- IRI DC staff and local staff will discuss logistics for the week ahead and allow time for delegates to collaborate with each other on finalizing their presentations.</i>

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# Monday, May 8, 2017

Day's Theme: Training Session 1

*Workshops and Consultations: these workshops will be oriented to train legislative advisors, legislative directors and deputies.*

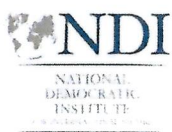
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7:00am	<b>Depart to the Congress of Guatemala</b> <i>Delegates and NDI-IRI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.</i>
8:00am	<b>Opening of the event</b> <b>Location:</b> Congress of Guatemala -Salón Larrazabal- <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff <b>Presenters:</b> Oscar Chinchilla – President of the Congress of Guatemala Eduardo Nuñez – National Democratic Institute Antonio Garrastazu – International Republican Institute
8.45am	<b>Objectives and agenda review</b> <b>Location:</b> Congress of Guatemala -Salón Larrazabal- <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff
09:00am	<b>Training Session 1: Introduction to the Processes and Structures of the U.S. Congress and The Roles of Staff and Members</b> <b>Location:</b> Congress of Guatemala -Salón Larrazabal- <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI –NDI Local Staff <b>Presenters:</b> Brad Smith – Former Chief of Staff, Congressman David Dreier  <i>This session will provide a comprehensive overview of the U.S. Congress, its role within the U.S. political system, and the legislative process. This session will provide a context for the remainder of the week's discussions and further HDP engagement. This session will also provide insight into the day to day operations of Member offices</i>
10:00am	<b>Training Session 2: Legislative Procedures and Consensus building</b> <b>Location:</b> Congress of Guatemala -Salón Larrazabal- <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff <b>Presenters:</b> Brad Smith – Former Chief of Staff, Congressman David Dreier  <i>Jerry Hartz – Director of Government Relations and Communications of the National Democratic Institute</i>

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11:00am	<p><b>Training Session 3: The Purpose and Process of Committees</b>  <b>Location:</b> Congress of Guatemala -Salón Larrazabal-  <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  <b>Presenter:</b> Mark Epley – General Counsel, Office of Speaker Paul Ryan</p> <p><i>Committees play a vital role in the legislative process. This session will cover committee structures, functions and processes. Participants from the Congress of Guatemala will be encouraged to discuss how their committees' function and how they can incorporate best practices shared by the U.S. delegates.</i></p>
12:30pm	<p><b>Lunch</b>  <b>Location:</b> Restaurante Altuna 5ta. Avenida 12-31 zona 1  <b>Attendees:</b> HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p>
2:30pm	<p><b>Workgroup 1: Methods of legislative and archival research</b>  <b>Location:</b> Salón Monarcas 1, Hotel Royal Palace  <b>Attendees:</b> Advisers of Legislative Direction, General Direction, Advisers of Heads of Block, NDI DC and local Staff  <b>Presenter:</b> Maureen Taft-Morales – Congressional Research Service</p>
2:30pm	<p><b>Workgroup 2: Public Hearings as a Tool for Citizen Inclusion</b>  <b>Location:</b> Salón Monarcas 2, Hotel Royal Palace  <b>Attendees:</b> Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI-NDI Local Staff  <b>Presenter:</b> Courtney Kum – Legislative Assistant, Congressman Steve Knight</p> <p><i>Public hearings are used by committees for oversight, policy creation, policy implementation and to gain citizen input which leads to legislative initiatives. This session will discuss how hearings can be a direct avenue for involving citizens into creating policy that reflects the will and needs of citizens</i></p>
4:00pm	<b>Coffee break (both group)</b>
5:00pm	<b>Return to Westin Camino Real Hotel</b>
6:45pm	<b>Depart to Leonardi L'Enoteca</b>
7:00pm	<p><b>Dinner with Legislative Leaders</b>  <b>Location:</b> Leonardi L'Enoteca, AVIA 12 calle 2-25 zona 10 2do nivel.  <b>Attendees:</b> Legislative Directors, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p> <p><i>The Legislative Office supports the Congress in a number of ways related to the creation of bills and the legislative process; as well as, restructuring and modernizing the legislature. The HDP delegation will provide consultations on how the Office can support Members in the legislative process.</i></p>
10:30pm	<b>Rest of Evening Free</b>



## Tuesday, May 9, 2017

Day's Theme: Training Session 2

*Workshops and Consultations: these workshops will be oriented to train legislative advisors, legislative directors and deputies.*

- 
- 8:00am            **Depart for Hotel Royal palace**
- Delegates and IRI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*
- 
- 9:00am            **Training Session 4: The Role of Ethics in an Effective and Transparent Legislative Body**
- Location:** Salones Monarcas 1 y 2, Hotel Royal Palace
- Attendees:** Advisors to Committees on Legislation, Finance, Transparency, Technical Support Commission, Board Advisors, IRI DC and local Staff
- Presenter:** Mark Epley – General Counsel, Office of Speaker Paul Ryan
- In order to become an effective representative in the legislative process, it is necessary to collaborate within Congress and with the executive branch. This session will explore opportunities and methods for creating a dialogue throughout government*
- 
- 10:30am           **Training Session 5: An Inclusive Legislature: Communicating and Engaging Constituents**
- Location:** Salones Monarcas 1 y 2, Hotel Royal Palace
- Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI –NDI Local Staff
- Presenters:** Courtney Kum – Legislative Assistant, Congressman Steve Knight
- Congressional offices in the U.S. are structured to provide communication and services to citizens through member and staff engagement. This session will highlight the different ways in which members*
- 
- 12:00pm           **Training Session 6: Messaging from Leadership**
- Location:** Salones Monarcas 1 y 2, Hotel Royal Palace
- Attendees:** Legislative Advisors, Legislative Directors, Deputies, HDP Delegation, IRI-NDI DC Staff, IRI –NDI Local Staff
- Presenters:** Mark Epley – General Counsel, Office of Speaker Paul Ryan  
Jerry Hartz – Director of Government Relations and Communications NDI
- 
- 1:00pm            **Lunch**
- Attendees:** HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff
- Location:** 6ta Avenida 12-66, Guatemala
- 



2:30pm	<p><b>Workgroup 1: Policy Creation through the Inclusion of Citizens, Utilization of Resources and Collaborating within the Legislature</b>  <b>Location:</b> Salones Monarcas 1 y 2, Hotel Royal Palace  <b>Attendees:</b> Legislative Advisors, Legislative Directors Deputies, HDP Delegation, IRI-NDI DC Staff, IRI –NDI Local Staff  <b>Presenter:</b> Brad Smith – Former Chief of Staff, Congressman David Dreier</p> <p><i>This session will allow participants and the delegates to discuss how topics covered throughout the week can positively affect policy creation and implementation. This session will include an activity for participants to practice knowledge gained as it relates to their role in the Congress</i></p>
2:30pm	<p><b>Workgroup 2: Establishment and Consolidation of a Congressional Library and Research Service</b>  <b>Location:</b> Salón Monarcas 2, Hotel Royal Palace  <b>Attendees:</b> Advisors to Committees on Legislation, Finance, Transparency, Technical Support Commission, Board Advisors, IRI DC and local Staff  <b>Presenter:</b> Maureen Taft</p>
4:30pm	<p><b>Coffee break</b></p>
5:00pm	<p><b>Return to Westin Camino Real Hotel</b></p>
6:30pm	<p><b>Depart to Clio's</b></p>
7:00pm	<p><b>Dinner with Women's Caucus</b>  <b>Location:</b> Clio's Restaurant, 6A Avenida 15-65 Zona 10  <b>Attendees:</b> Women's Caucus, HDP Delegation, IRI-NDI Staff</p> <p><i>Insights of the Women's Caucus current work and functions</i></p>
9:00pm	<p><b>Rest of Evening Free</b></p>





## Wednesday, May 10, 2017

Day's Theme: Legislative Briefing

Official meetings with the legislative branch authorities and Civil Society Organizations, among the attendees are the President of the Congress, the Board of Directors of the Congress, Political Party Leaders, HDP Local Commission and Legislative Directors

- 
- 6:30am**                    **Depart to Congress of Guatemala**
- Delegates and IRI-NDI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure.*
- 
- 7:00am**                    **Meeting with the Oscar Chinchilla President of the Congress and the Board of Directors of the Congress**
- Location:** Restaurant Near Congress  
**Attendees:** President of Congress Oscar Stuardo Chinchilla, Board of Directors, HDP Delegation, IR-NDII DC Staff and IRI-NDI Local Staff
- This meeting will allow for a general discussion of HDP and strategic priorities. In furtherance of the HDP relationship with Guatemala, legislative priorities and opportunities for future HDP engagement will be discussed. HDP delegates will also be able to provide consultations related to communication, legislative processes and executive-legislative coordination, and to discuss the growth and development of the Congress of Guatemala and how HDP can further that development*
- 
- 8:30am**                    **Depart Courtyard Marriot hotel**
- 
- 11:00am**                    **Meeting with Consortium for an Open and Democratic Parliament –PARLAD-**
- Location:** Westin Camino Real  
**Attendees:** HDP Delegation, IR-NDII DC Staff and IRI-NDI Local Staff  
Center of Guatemalan Studies (CEG), Association for Legislative and Democratic Development (LEGIS), Netherlands Institute for Multiparty Democracy (NIMD) and NDI
- 
- 12:00pm**                    **Meeting with Civil Society Organizations**
- Location:** Westin Camino Real  
**Attendees:** ACAG and Congreso Eficiente, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff
- Members of the Association for an Open Congress (ACAG) and the Organization Efficient Congress will discussed about the Guatemalan Congress performance*
- 
- 1:30pm**                    **Lunch**
- Location:** Courtyard Marriot, 1 Avenida 12-47, Zona 10
- 



2:30pm	<p><b>Meeting with Presidential Commission for Parliamentary Modernization</b>  <i>Location: Westin Camino Real</i>  <b>Attendees:</b> Members of the Presidential Commission for Parliamentary Modernization, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p> <p><i>Prioritization of actions in the modernization of the Congress, opportunities for collaboration between congresses</i></p>
3:30pm	<p><b>Meeting with the Technical Support Commission of Guatemala's Congress</b>  <i>Location: Westin Camino Real</i>  <b>Attendees:</b> Board of Directors of the Legislative Commission , HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p> <p><i>Guatemala continues to make efforts towards modernizing the congress, this meeting will allow for insight and consultation from HDP</i></p>
6:00pm	<p><b>Depart to Cayala</b></p>
7:00pm	<p><b>Debrief Dinner</b>  <i>Location: Flor de Lis Restaurant, Paseo Cayala Zona 16</i>  <b>Attendees:</b> HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff</p>
9:00pm	<p><b>Rest of Evening Free</b></p>



Thursday, May 11, 2017

Day's Theme: Public Forum – Reception

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7:00 am **Depart to Congress of Guatemala**

*Delegates and IRI-NDI staff will meet promptly in the lobby in order to depart for the 30 minute drive to the Congress of Guatemala. Please make sure to have all the materials you need for the workshops as well as your passport. Breakfast will be at the delegates leisure in the hotel prior to departure*

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8:00am **Breakfast with Congressional Political Party Leaders**

**Location:** Congress of Guatemala –Salón del Pueblo

**Attendees:** Political Party Leaders (Members), HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff

*This informal conversation with party leaders will focus on the legislative priorities and challenges facing the Congress of Guatemala.*

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11:00am **Meeting with The U.S. Ambassador to Guatemala**

**Location:** U.S. Embassy

**Attendees:** Todd Robinson- US Ambassador, HDP Delegation, IRI-NDI DC Staff, IRI-NDI RPD

*Political analysis, US priorities, perspective on evolving U.S.-Guatemala relations*

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12:30pm **Lunch**

**Location:** Westin Camino Real

**Attendees:** HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff

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4:00pm **Public Forum: The Management and Development of a Legislative Agenda from the Governments Political Party, The Opposition, and The Minorities**

**Location:** Westin Camino Real Auditorium

**Attendees:** The President of the Congress, Congressional Committee Advisors, HDP Delegation, IRI-NDI DC Staff and IRI-NDI Local Staff and IRI Local Staff

**Presenters:** Mark Epley – General Counsel, Office of Speaker Paul Ryan  
Jerry Hartz – NDI Director of Government Relations and Communications  
Arabella Castro- Former President of the Guatemala Congress  
Eduardo Nuñez – NDI Regional Director (Moderator)

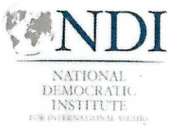
*Debate discussion of the Management and Development of a Legislative Agenda from the perspective of the Governments Political Party, The Opposition, and The Minorities.*

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6.30pm **Closing Reception**

**Location:** Congress of Guatemala -Salón de los pasos perdidos-

**Attendees:** President of Congress, Board of Directors, Congressional Leaders, Congressional Committee Advisors, Key Political Actors, HDP Delegation, IRI-NDI Staff



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9:00pm

Return to Westin Camino Real Hotel

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Friday, May 12, 2017

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6:00am	<b>Depart for Panajachel, Guatemala</b> <i>IRI staff will provide transportation to the indigenous community of Panajachel, Guatemala where delegates will experience the indigenous culture to better understand the challenges facing indigenous representation in the Congress of Guatemala</i>
8:00 -10:00am	<b>Breakfast</b>
10:00am-12:00pm	<b>Panajachel Indigenous Community Tour</b> <i>Delegates will have the opportunity to interact with the indigenous community of Panajachel. This experience will frame the context for a discussion on how the Congress of Guatemala can include the indigenous community in the legislative process.</i>
3:00pm	<b>Briefing on IRI Guatemala Programs</b> <i>Delegates will discuss the opportunities for indigenous inclusion in the Congress of Guatemala and the opportunity for future HDP engagement on the topic. IRI Program Officer Jorge Ceballos will discuss IRI programs that work directly with citizen security, particularly with indigenous communities.</i>
7:00 pm	<b>Arrive Antigua, Guatemala</b>
7:30pm	<b>Dinner with Members of Congress</b> <i>Congressman Carlos Barreda and Congresswoman Karina Paz will share their thoughts on how the HDP program impacted the Congress of Guatemala. Delegates will also share their experience and ideas for future HDP engagement.</i>
11:00pm	<b>Depart for Guatemala City</b>
11:30pm	<b>Rest of Evening Free</b>

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Saturday, May 13, 2017

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10:00am                      **Depart for Guatemala Airport**

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1:25pm                      **Depart on DL 906**

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