

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 MAR 12 PM 1:31

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: Izmira Aitch
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 2/19/18 Return: 2/25/18
 b. Dates at personal expense (if any): 2/24-2/25/18 or None
4. Departure city: Washington Destination: Monrovia Return city: Washington
5. Sponsor(s) (who paid for the trip): National Democratic Institute
6. Describe meetings and events attended: Presented on constituency services, legislative processes, communications management, committee structures in 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: Izmira Aitch DATE: 3/12/18

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: Gwen S. Moore DATE: 3/7/18

SIGNATURE OF SUPERVISING MEMBER: Gwen S. Moore

22

**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): National Democratic Institute

2. Travel Destination(s): Liberia

3. Date of Departure: 2/19/2018 Date of Return: 2/26/2018

4. Name(s) of Traveler(s): Izmira Aitch

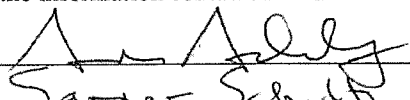
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	\$1,919.83	\$370	\$72.13	
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: James Schultz Title: Chief Financial Officer
 Organization: National Democratic Institute

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

Address: 455 Massachusetts Avenue NW, Suite 800
Washington, DC 20001
 Telephone number: (202) 728-5500
 Email Address: Sander@ndi.org

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

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

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Izmira Violet Aitch
2. Sponsor(s) (who will be paying for the trip): National Democratic Institute
3. Travel destination(s): Monrovia, Liberia
4. a. Date of departure: 2/19/2018 Date of return: 2/26/18
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: 2/24-2/25/18
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.
My duties as legislative assistant include coverage of Rep. Moore's House Democracy Partnership activities. Liberia is one of the anchor partner countries of this bipartisan House commission.
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

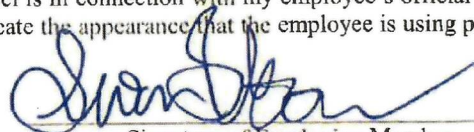
10. **FOR STAFF TRAVELERS:**

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: December 28, 2017



Signature of Employing Member

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

PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor (who will be paying for the trip): _____
National Democratic 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):
Izmira Aitch. Senior Legislative Assistant, Office of Representative Gwen Moore
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: Feb. 19, 2018 Date of return: Feb. 26, 2018
7. a. City of departure: Washington, D.C.
b. Destination(s): Monrovia, Liberia
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:

Please see addendum.

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): _____
Please see addendum

2) Provide reason for selecting the location of the event or trip: _____
Please see addendum

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

Hotel name: Farmington Hotel City: Monrovia Cost per night: \$175 USD

Reason(s) for selecting: Safe, high quality, prime location away from Capitol Hill to ensure legislative participants remain engaged.

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$1,962.71 USD	\$525 USD	\$223.25 USD
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$131	Visa
For each accompanying relative		

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

19. Check one:

- a. I certify that I am an officer of the organization listed below. *or*
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: 

Name: **Sander Schultz**

Title: **Chief Financial Officer**

Organization: **National Democratic Institute**

Address: **455 Massachusetts Avenue NW, Suite 800, Washington, D.C. 20001**

Telephone number: **(202)728-5500**

Email address: **sander@ndi.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

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

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

February 12, 2018

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and 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

Ms. Izmira Aitch
Office of the Honorable Gwen Moore
2252 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Aitch:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Liberia, scheduled for February 19 to 26, 2018, sponsored by the National Democratic Institute. We note that this trip includes two days at your personal expense.

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.

Ms. Izmira Aitch
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:tn

ATTACHMENT A: ADDENDUM TO PRIMARY TRIP SPONSOR FORM

4. Izmira Aitch is the Senior Legislative Assistant to Representative Gwen Moore. With a strong working knowledge of the House Democracy Partnership (HDP) as a result of Representative Moore's membership on the Commission, Izmira's expertise offers a strong opportunity to reinforce the HDP relationship with the Liberian legislature. Furthermore, Izmira has participated in other HDP exchanges in Africa, including Nigeria and Tunisia, which has allowed her to become exceptionally familiar with the importance of these programs. This combined with her vast expertise in the legislative process and caucus operations would offer the unique opportunity to support parliamentary strength and openness in Liberia.

12. The House Democracy Partnership (HDP) is a bipartisan, twenty-member commission of the US House of Representatives that works directly with 21 partner countries from around the world to support the development of effective, independent, and responsive legislative institutions. **The National Democratic Institute (NDI)** facilitates programming on behalf of HDP, which complements NDI's legislative strengthening work with parliaments worldwide. NDI has been funded by the **US Agency for International Development (USAID)** to support initiatives undertaken by parliaments to enhance parliamentary openness of partner legislatures through this regional exchange program. NDI is responsible for arranging logistics of the program, including scheduling meetings, providing travel and accommodation for arrangements, and defining the assessment methodology. USAID has provided grant funds to NDI for this purpose. HDP will sponsor a technical assistance mission with the Liberian parliament from February 21 to February 23 that Ms. Aitch will attend and present at, which will offer a series of training sessions on orienting new members of parliament to their role and responsibilities in the legislature. NDI has included cost estimates for attending this mission, as NDI will cover all related expenses for the trip.

15b.

1). Detailed breakdown of good faith estimate meal cost per day per participant:

Monday, February 19: Dinner: in flight

Tuesday, February 20: Breakfast: in flight
Lunch: in flight
Dinner: \$38.00

Wednesday, February 21: Breakfast: included in hotel rate
Lunch: \$23.75
Dinner: \$38.00

Thursday, February 22: Breakfast: included in hotel rate
Lunch: \$23.75
Dinner: \$38.00

Friday, February 23: Breakfast: included in hotel rate
Lunch: \$23.75
Dinner: \$38.00

Saturday, February 24: Personal Day, all meal expenses covered by Izmira

Sunday, February 25: Personal Day, Breakfast and Lunch covered by Izmira
Dinner: in flight

Monday, February 26: Breakfast: in flight
Lunch: in flight

2). The Liberian government, based in Monrovia, Liberia, is the host of this HDP technical assistance mission. In response to a request by the parliament to develop trainings to orient members of the Liberian House of Representatives to their role and responsibilities in the legislature, this mission will support a consultancy for members of parliament on topics related to committee functions, the role of caucuses, the budget process, and other issue areas. This consultancy comes at an opportune time for Liberia as a result of the election on October 10, 2017, in which all 73 seats of the Liberia House of Representatives were up for election, and over half of the seats elected went to new members. Ms. Aitch would offer a series of trainings and consultancies for these members, new and incumbent, in order to guide and support those that are transitioning to the legislature, as well as build the capacities of those that have been reelected. Liberia has been an HDP member country since 2006.

18. Breakdown of transportation costs and other expenses per head:

Airfare: \$1,812.71

Visa: \$131 for single, 1-3 months

Reimbursement for taxis to and from airport in DC: \$150 per head total

Monrovia, Liberia Transportation: The conference will be held in the same location where the congressional staff are staying, so this expense no longer applies.

Conference meeting space rental (includes conference space and accompanying materials, such as notebooks, pens, coffee breaks, etc.): This cost is included in the cost per night, so all meeting space, a/v, catering, etc., is folded into the \$175 cost per room per night; therefore, this expense category no longer applies.

Lodging expenses & personal time: Izmira Aitch will be taking personal time from the evening of Feb. 23, 2018, following the close of the new member orientation program, until Feb. 26, 2018, when she will return home. Therefore, Izmira's lodging will be covered by NDI on the evenings of Feb. 20, 21, and 22, 2018.



House Democracy Partnership Technical Consultancy: Liberia Legislative Orientation

February 19 - 23, 2018

Monday, February 19th

6:00 pm **Izmira Aitch Departs Washington Dulles (IAD)**
Brussels Airlines 8802

Tuesday, February 20, 2018

5:10 pm **Izmira Aitch arrives in Monrovia, Liberia (ROB)**
Brussels Airlines 247

7:00 pm -
8:30 pm **Planning Meeting/Dinner with NDI staff and briefing on political**
developments and political structure of Liberia
Farmington Hotel



Wednesday, February 21, 2018
Orientation Day 1 - Farmington Hotel

8:30 am - 10:00 am	Working breakfast meeting with Laura Nichols, NDI Senior Resident Director; final preparation for presentations and workshops <i>Farmington Hotel</i>
10:00 am - 11:15 am	Opening: Legislature in Liberia and Modernization Goals <i>Introduction to the priorities and goals of the new legislature including presentations by the Speaker of the House and the Chief Clerk. The session will provide HDP participants with an overview of the goals of the new legislature.</i>
11:15 am - 12:30 pm	Roles and Responsibilities of the House <i>Introduction to the roles and responsibilities of an elected lawmaker and the House of Representatives as part of a bicameral legislature, including presentations by former or current senior Liberian lawmakers. HDP participants would provide a comparative example of the role and responsibilities of lawmakers in the U.S. House of Representatives.</i>
12:30 pm - 1:30 pm	Lunch
1:30 pm - 3:00 pm	Lawmaking <i>Deep dive into the legislative process and drafting, debating and approving legislation. HDP participants would discuss their own experience with the lawmaking process and learn from the experiences of Liberian lawmakers.</i>
3:00 pm - 4:30 pm	House Oversight <i>The oversight role of the House including the role of committees and public hearings. HDP participants would provide comparative examples of how lawmakers exercise their oversight role.</i>
4:30 pm - 5:30 pm	Role of the House in the Budget Process <i>The process of drafting an inclusive budget, as well as reviewing, approving, and overseeing the budget. HDP participants would provide comparative examples of U.S. budget process and the role of lawmakers.</i>
5:30 pm - 6:00 pm	Closing Remarks

Thursday, February 22, 2018
Orientation Day 2 - Farmington Hotel

9:00 am - 10:30 am	Organizational and Administrative Structure of the House <i>Overview of the internal structure and day to day functioning of the House. HDP participants would hear from senior former or current Liberian lawmakers and permanent staff on how the legislature functions, and provide comparative examples of the organization and structures of the U.S. House of Representatives.</i>
10:30 am - 12:00 pm	Effective and Responsive Representation <i>Representing constituents: communication with citizens, constituent relations, and outreach. HDP participants would provide comparative example of how lawmakers in the U.S. communicate and reach out to constituents.</i>
12:00 pm - 1:00 pm	House Committees <i>HDP participants would present on the role, function, and structures of committees. HDP participants would share their experience in working with or on committees in the U.S. House of Representatives.</i>
1:00 pm - 2:00 pm	Lunch
2:00 pm - 3:30 pm	Administrative and Professional Support for Members <i>Introduction to the tools and resources currently available to members and staff of the House of Representatives. HDP participants would discuss how lawmakers can take advantage of these tools and resources to be more effective legislators.</i>
3:30 pm - 5:00 pm	Integrity, Transparency and Accountability <i>HPD participants would participate in discussion on best practices and resources for bolstering transparency in legislative activities and accountability to constituents to build citizen trust</i>
5:00 pm - 5:30 pm	Closing Remarks

Friday, February 23, 2018
Orientation Day 3 - Farmington Hotel

9:00 am – 10:30 am	Keynote Address <i>The Speaker of the House will deliver a keynote address.</i>
10:30 am – 12:30 am	Party Caucuses <i>The role and organization of party caucuses and inclusion of underrepresented groups. HDP participants would provide comparative examples of caucuses in the U.S. House of Representatives and strategies to use caucuses to advance priority legislation.</i>
12:30 pm – 1:30 pm	Lunch
1:30 pm – 4:30 pm	Policy Priorities for Liberia <i>Discussion on the most important policy issues facing the new legislature such as infrastructure and roads; education; economic development; land reform; and decentralization. The discussion would include presentations from lawmakers or experts in these policy areas. HDP participants would gain perspective on the policy issues areas and contribute insights on how to actualize these priorities.</i>
4:30 pm – 5:00 pm	Closing Remarks <i>The Speaker of the House will deliver closing remarks.</i>
5:15 pm - 6:15 pm	Debrief with NDI, USAID, US Embassy and other stakeholders
6:15 pm	Begin personal time for Izmira Aitch

Saturday, February 24, 2018

Personal Day for Izmira Aitch

Sunday, February 25, 2018

9:30 pm

Izmira Aitch departs Monrovia, Liberia (ROB)
Brussels Airlines 241

Monday, February 26, 2018

2:40 pm

Izmira Aitch arrives in Washington, DC (IAD)
Brussels Airlines 8801



**House Democracy Partnership Technical Consultancy:
Liberia Legislative Orientation**
February 19 - 23, 2018

Monday, February 19th

6:00 pm Izmira Aitch Departs Washington Dulles (IAD)
Brussels Airlines 8802

Tuesday, February 20, 2018

5:10 pm Izmira Aitch arrives in Monrovia, Liberia (ROB)
Brussels Airlines 247

**7:30 pm -
10:30 pm** **Planning Meeting/Dinner and briefing on political developments and political structure of Liberia**
NDI staff, Hon. Enders, Oyenyi Ajiboye, Izmira Aitch
Farmington Hotel



Wednesday, February 21, 2018
Orientation Day 1 - Farmington Hotel

10:30 am –

11:00 am **Welcome, Introductions and Opening Remarks**

Sam Watson, Chargé d’Affaires, US Embassy
Hon. Prince Moyo, Deputy Speaker, House of Representatives
Thomas Du, NDI
Artan Alijaj, NDI

11:00 am –

12:30 pm **Legislative Structures**

Jerry C.M. Yarpa, Chief of Staff, Office of the Speaker
Mildred Sayon, Chief Clerk, House of Representatives
Prof. Julius Caesar, Director, Legislative Budget Office
McCarthy Weh, Director, Legislative Information Services
Andrew Jaye, Legal Drafting Service
Thomas Du, Moderator

This session provides information regarding the Liberian Legislative Structures, their role and function.

12:30 pm - **Coffee Break**
1:00 pm

1:00 pm –

2:30 pm **Legislative structures**

Izmira Aitch, Senior Legislative Assistance, Office of Rep. Gwen Moore (D-WI)
Oyenyi Ajiboye, Former Chief Clerk, House of Representatives Nigeria
David Hunter, Montana Legislature
Elyn Wright, Moderator

Presentation of the legislative structures in US Congress, Nigeria House of Representatives, and Montana State Legislature.

2:30 pm –

4:00 pm **Lunch**

4:00 pm –

6:00 pm **Legislative Process: How a bill becomes law, debate in plenary session and Legislative Process: Role of Committees and Legislative Oversight**

Mildred Sayon, Chief Clerk, House of Representatives
David Hunter, NDI political and legislative expert
Hon. Gabriel B. Smith, Former member Liberia House of Representatives
Izmira Aitch, Senior Legislative Assistance, Office of Rep. Gwen Moore (D-WI)

Presentation of the legislative process, including the steps involved before a bill becomes a law, and presentation regarding the debate in plenary session. And discussion on the role and function of House Committees, including the legislative oversight function, and how is it organized.

6:00 pm –

7:30 pm

Legislative Process: Budget Process and LBO

Prof. Julius Cesar, Director Legislative Budget Office

Izmira Aitch, Senior Legislative Assistant, Office of Rep. Gwen Moore (D-WI)

Thomas Du, Moderator

Presentation of the legislative budget process, and the role of the LBO in Liberia House of Representatives, followed by a brief presentation of the budget process in US House of Representatives.

Thursday, February 22, 2018
Orientation Day 2 - Farmington Hotel

9:45 am –

11:30 am

Rules, Order, and Administration

Hon. Mariamu Fofana, Committee Chair

David Hunter, NDI political and legislative expert

Thomas Du, Moderator

Presentation on the role of the Rules, Order and Administration Committee regarding the House budget and supervision of staff. Ethics and enforcement of the Code of Conduct in Liberia and in the US will also be discussed.

11:30 am -

Coffee Break

12:00 pm

12:00 pm -

1:15 pm

Executive – Legislative Relations

Hon. Acarous Gray, Liberia House of Representatives

Oyeniya Ajiboye, Former Chief Clerk, Nigeria Legislation

David Hunter, NDI political and legislative expert

Salia Kpaka, Moderator

A discussion on best practices with respect to the relationship between the Executive and Legislative. Experiences from Liberia, Nigeria and the United States

1:15 pm -

Lunch

3:00 pm

3:00 pm -

4:00 pm **Constituency Services**
Hon. Thomas P. Fallah, House of Representatives
Izmira Aitch, Senior Legislative Assistance, Office of Rep. Gwen Moore (D-WI)
David Hunter, NDI political and legislative expert
Salia Kpaka, Moderator

A discussion on the best practices with respect to constituency services and how might they be utilized in the Liberian context.

4:00 pm –
5:30 pm **Media and Press Departments**
Isaac Redd, House Press Director
Musa Kenneh, President, LEGISPOOL
Eva Flomo, Journalist, UNMIL Radio
Varney Karneh, Moderator

A panel discussion with respect to relationships with the media. What does the press want from Legislators? How best to get your message covered by the media. The House Press Director will also discuss what services they can provide to members.

5:30 pm –
6:45 pm **Civil Society Organizations**
Harold Aidoo, Executive Director, IREDD
Frances Greaves, National Chairperson, National Civil Society Council of Liberia
Salia Kpaka, Moderator

IREDD will discuss their legislative monitoring program and how they will be distributing information to voters during the 54th legislature. In addition there will be a discussion on cooperation between the House and the civil society.

Friday, February 23, 2018
Orientation Day 3 - Farmington Hotel

10:00 am –
10:45 am **Role of the Party Caucus**
David Hunter, NDI political and legislative expert
Artan Alijaj, Moderator

Party Caucuses play an important role in most legislative bodies both on how legislation is developed and debate in Plenary. Examples from Kosovo and the United States will be discussed.

10:45 am –

12:15 pm **Policy Briefing: Decentralization with the focus on County Social Development Fund and Education**

Hon. Larry Nyonquoi, Representative, Nimba County
Dusty Wolokolie, Senior Policy Analyst, Governance Commission
Straven Wille, Local Government Advisor, LEGIT Project
Kanio Gbala, NRM Specialist, LAVI Project
Eugene Gray, Education Specialist, LAVI Project
Thomas Du, Moderator

Combined panel presentation on the topic of decentralization and its impact on county social development fund and education. The presentation will be followed with an open discussion.

12:15 pm –

1:30 pm **Policy Briefing: Land reform**

Stanley Toe, Executive Director Liberia Land Authority
Yohannes Gebremedhin, USAID Land Governance Support Activity (LGSA) project
Ali Kaba, Liberian Sustainable Development Institute
Salia Kpaka, Moderator

Combined panel presentation of the topic of Land Reform. The presentation will be followed with an open discussion.

1:30 pm –

2:30 pm **Policy Briefing: Tax Reform**

Hon. Ben Fofana, Representative, House of Representatives
Molley Kiazolu, Assistant Commissioner, Liberia Revenue Authority
Mr. Alexander Kitain, Chief of Party, USAID Revenue Generation for Governance and Growth (RG3) project
Dr. Rup Khadka, Senior Tax Policy Adviser, RG3
Mr. Mohammed Swaray, Performance Improvement Adviser, RG3
Thomas Du, Moderator

Combined panel presentation on the topic of tax reform. The presentation will be followed with an open discussion.

2:30 pm **Closing Remarks from President Weah**

Saturday, February 24, 2018

Personal Day for Izmiria Aitch

Sunday, February 25, 2018

9:30 pm

Izmira Aitch departs Monrovia, Liberia (ROB)
Brussels Airlines 241

Monday, February 26, 2018

2:40 pm

Izmira Aitch arrives in Washington, DC (IAD)
Brussels Airlines 8801
