

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM JUN 15 AM 11:48

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: Keigan Tyler Mull
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: May 29, 2018 Return: June 2, 2018
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Denver, Colorado Destination: Guatemala City Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): International Republican Institute
6. Describe meetings and events attended: meetings with Guatemalan legislators regarding improving rule of law, anti-corruption, and economic development
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: Keigan Tyler Mull DATE: June 15, 2018

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: Richard E. Neal DATE: June 15, 2018

SIGNATURE OF SUPERVISING MEMBER: Richard E. Neal

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**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.

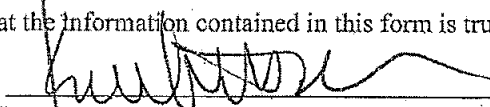
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): International Republican Institute (IRI)
2. Travel Destination(s): Guatemala City, Guatemala
3. Date of Departure: 5/29/18 Date of Return: 6/2/18
4. Name(s) of Traveler(s): Keigan Mull
(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	1879.85	576	480	N/A
Accompanying Relative	N/A	N/A	N/A	N/A

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

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

Signature: 
 Name: Kimber Shearer Title: Counsel and Vice President for Strategy and Development
 Organization: International Republican Institute (IRI)

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

Address: 1225 Eye St. NW, Suite 800
Washington, DC 20005
 Telephone number: 202-408-9450
 Email Address: kshearer@iri.org

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

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

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Keigan Tyler Mill
2. Sponsor(s) (who will be paying for the trip): International Republican Institute
3. Travel destination(s): Guatemala
4. a. Date of departure May 29, 2018 Date of return: June 2, 2018
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.
Title: International Trade Counselor; Guatemala is a trading partner of the United States and both are party to the Central American Free Trade Agreement. Staff has followed Guatemalan labor issues for years.
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 30, 2018

Keigan Tyler Mill
Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor (who will be paying for the trip): _____
International Republican Institute
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip *or*
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds *or*.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
Keigan Mull, invited to participate in a House Democracy Partnership Regional Seminar because of their knowledge of economic development
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: 5/29/2018 Date of return: 6/2/2018
7. a. City of departure: Washington, DC
b. Destination(s): Guatemala City, Guatemala
c. City of return: Washington, DC
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 2011. In response to HDP's request for a regional program in Guatemala, IRI will facilitate a series of workshops and trainings on roles and responsibilities of members and staff in parliament as they relate to economic development. IRI's HDP program is funded by the United States Agency for International Development. IRI is the sole organizer of the program 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): _____
\$120/day (based on State Department - established per diem rates)
- 2) Provide reason for selecting the location of the event or trip: _____
HDP is utilizing Kenya as the host and mentor for the Africa regional program.

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

Hotel name: Hyatt Centric Guatemala City City: Guatemala City Cost per night: \$144
Reason(s) for selecting: The hotel is at or below State Department-established per diem rates
Hotel name: Camino Real Antigua City: Antigua Cost per night: \$106
Reason(s) for selecting: The hotel is at or below State Department-established per diem rates
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):

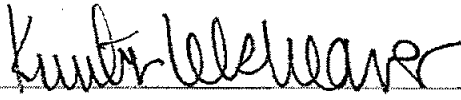
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<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	\$1200	\$606	\$468
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	\$150	Ground Transfers
For each accompanying relative		

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

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

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

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

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

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

May 23, 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

Mr. Keigan Tyler Mull
Committee on Ways and Means
1139E Longworth House Office Building
Washington, DC 20515

Dear Mr. Mull:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Guatemala,¹ scheduled for May 29, 2018, to June 2, 2018, 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.

¹ We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Guatemala, *available at* <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Guatemala.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

Mr. Keigan Tyler Mull
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

INTERNATIONAL
REPUBLICAN
INSTITUTE

House Democracy Partnership

Technical Assistance Consultancy: Drafting Responsive Legislation and Developing a Code of Ethics

Agenda

Guatemala City and Antigua, Guatemala
May 29 – June 2, 2018





TRAVEL INFORMATION

The U.S. delegation and IRI staff will be departing from the Ronald Reagan Washington National Airport. It is strongly encouraged that delegates arrive at their airport of origin at least 3 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. Delegates will meet IRI Control Officers Scott Nemeth and Sierra Smith. All flight departure and arrival times listed are local. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Scott Nemeth of any delays or changes in flight plan.

Flight Information:

Arrival Flight:

American Airlines Flight 1202 connecting to American Airlines Flight 2432

Depart DCA to Miami International at 1:55pm Tuesday, May 29

Arrive Guatemala City, Guatemala at 6:43pm Tuesday, May 29

Departure Flight:

American Airlines Flight 2359 connecting to American Airlines Flight 2461

Depart Guatemala City, Guatemala at 1:06pm Saturday, June 02

Arrive DCA at 10:49pm Saturday, June 02

Hotel Information:

Guatemala City, Guatemala Hotel Information:

Hyatt Centric Guatemala City

12 Calle 2-25 Zona 10

Guatemala City, Guatemala

Phone: +502 2217 6000

Antigua, Guatemala Hotel Information:

Camino Real Antigua

7a Calle Poniente 33b

Antigua, Guatemala 03001

Phone: +502 7873 7000

IRI Control Officers:

Scott Nemeth, Program Officer: +1 (202)-322-5845

Sierra Smith, Program Associate: +1 (210)-705-3936



SEMINAR AGENDA

TUESDAY, May 29, 2018

6:43pm **Arrival in Guatemala City, Guatemala**
American Airlines 2432

IRI Control Officers Scott Nemeth and Sierra Smith will assist delegates with the immigration process. Please wait outside the gate after deplaning in order for the group to gather and proceed through immigration together. Should you be separated from the group, please contact Scott Nemeth.

8:00pm **Depart for Hyatt Centric Hotel**

The U.S. Delegation will gather near the baggage claim area and depart the airport to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find the group, please contact Scott Nemeth for assistance. The drive to the hotel will take approximately 20 minutes.

8:30pm **Check in to the Hyatt Centric Hotel**
12 Calle 2-25 Zona 10

IRI staff will assist delegates with check-in procedure at the hotel. Please note that a personal credit card will need to be left on file to cover any incidental expenses.





WEDNESDAY, May 30, 2018

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.

*Dress will be **business** during scheduled activities.*

9:00 – 10:00am **Meeting with Leadership of the Congress of Guatemala**
9 Avenida 9-44 Zone 1

Delegates and IRI staff will meet with the Speaker and the Clerk of the Congress to further the HDP relationship and discuss the technical assistance consultancy.

10:00-10:45am **Tour of Congress**

10:45 – 11:45am **Coffee with HDP Alumni**

Delegates and IRI staff will meet with deputies who have participated in previous HDP programs to discuss current legislative priorities and further the HDP relationship.

12:00-1:00pm **Lunch**

1:30 – 3:30pm **Staff Forum – Legislative Research & Drafting: How to Support the Development Responsive and Inclusive Legislation**

This session will provide an overview of the roles and responsibilities of staff in the U.S. Congress and how members of Congress utilize staff for legislative research and drafting. Panelists will discuss techniques for developing legislation that is responsive to citizen's needs and how to build support and pass legislation in a multi-party legislature. A question and answer period will be included following panellists' presentations.

TBC, U.S. Delegation

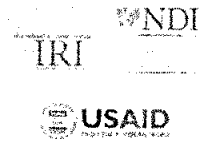
TBC, U.S. Delegation

TBC, U.S. Delegation

Moderator: Scott Nemeth – HDP Program Officer

4:00-5:30pm **Transport to Antigua, Guatemala**

5:30pm **Arrival and Check in at Camino Real Hotel**
7a Calle Poniente 33b



IRI staff will assist with check-in at the Camino Real Hotel.

6:30-8:00pm

Dinner and Workshop Preparation

Delegates will have the opportunity to finalize their workshops and consultations during a working dinner. IRI staff will lead this session and work with the delegation to develop impactful technical advice. Following dinner, the rest of the evening will be free.





THURSDAY, May 31, 2018

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.

*Dress will be **business** during scheduled activities.*

9:00 – 10:00am **Seminar Opening and Welcome**
Camino Real Hotel (site of all sessions)

The seminar will begin with remarks from the U.S. Delegation. Following opening remarks, all delegates will have the opportunity to introduce themselves.

TBC, U.S. Delegation
TBC, U.S. Delegation
TBC, U.S. Delegation
Moderator: Scott Nemeth – HDP Program Officer

10:00-10:30AM **Coffee Break**

10:30 – 12:00pm **Legislating within Ethical Guidelines to Gain Citizen Trust**

Developing and utilizing a strong code of ethics for members and staff of a legislature is vital to ensuring that legislation and conduct is enacted in a manner that will gain citizen trust. The United States House of Representatives relies on a bi-partisan, permanent committee of members to ensure that the institution and members act according to a common set of ethical guidelines. This session will provide an overview of mechanisms the House of Representatives utilizes to enforce ethics.

TBC, U.S. Delegation
TBC, U.S. Delegation
TBC, U.S. Delegation
Moderator: Sierra Smith– HDP Program Associate

12:00-1:30pm **Working Lunch**

All delegates will gather for an opportunity to meet with each other and discuss the morning's topics.



2:30 – 3:30pm

Legislative Processes and Bill Making – Transparency through Citizen Engagement

Engaging citizens through social media, town halls, and providing services that connect citizens to their government is a critical part of an open and transparent government and can assist in the development of inclusive and responsive legislation. Panelists will discuss techniques for developing responsive legislation and transparent Congressional offices. A question and answer session will be included.

TBC, U.S. Delegation

TBC, U.S. Delegation

TBC, U.S. Delegation

Moderator: Scott Nemeth – HDP Program Officer

3:30 – 4:00pm

Coffee Break

4:00 – 5:30pm

Congressional Committees as a Vehicle for Economic Development

TBC, U.S. Delegation

TBC, U.S. Delegation

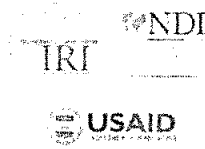
TBC, U.S. Delegation

Moderator: Scott Nemeth – HDP Program Officer

7:00-9:00pm

Group Dinner

All delegates will gather for an opportunity to meet with each other and discuss the seminar sessions. Following dinner, the rest of the evening will be free.



FRIDAY, June 01, 2018

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.

*Dress will be **business** during scheduled activities.*

9:00-10:30am **Small Business and Finance Committees: Ideas for Furthering Economic Development through Committee Hearings and Legislation**
Camino Real Hotel (site of all sessions)

TBC, U.S. Delegation
TBC, U.S. Delegation
TBC, U.S. Delegation
Moderator: Scott Nemeth – HDP Program Officer

10:30-11:00am **Coffee Break**

11:00-12:30pm **Oversight: A Key Component in a System of Checks and Balances**
Great Rift Valley Lodge (site of all sessions)

Oversight is an important mandate of the U.S. House of Representatives to ensure that the executive branch is complying with laws and regulations passed by the legislature, is responsive to the will of the people, and is acting in an ethical, responsible manner. During this session, U.S. Delegates will discuss various methods, including committee and public hearings, for Congressional oversight.

TBC, U.S. Delegation
TBC, U.S. Delegation
TBC, U.S. Delegation
Moderator: Sierra Smith – HDP Program Associate

12:30-2:00pm **Working Lunch**

All delegates will gather for an opportunity to informally meet and discuss the morning's topics.

2:00 - 2:30pm **Action Plan Session**



Each delegation will develop a formal action plan to take back to their respective legislatures. The action plan will incorporate lessons learned from the seminar and how they will impact the legislative process to encourage more citizen trust and engagement for the legislature.

Scott Nemeth – IRI Center for Global Impact Program Officer

2:30 - 4:00pm **Closing Ceremony & Certificate Presentation**

TBC, U.S. Delegation

TBC, U.S. Delegation

TBC, U.S. Delegation

Moderator: Scott Nemeth – HDP Program Officer

Following closing remarks, each participant will receive an HDP certificate of completion.

7:30-9:30pm **Closing Dinner**

The U.S. Delegation and IRI staff will discuss lessons learned and key takeaways from the seminar during a working dinner.



SATURDAY, June 02, 2018

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.

*Dress will be **casual** for departure and travel.*

9:00am	Hotel Checkout IRI staff will facilitate the hotel check-out but please be available to process incidental charges incurred. Please have all luggage with you in the hotel lobby at this time for transport to Guatemala City.
9:00-10:30am	Transport to Guatemala City La Aurora International Airport
1:06-6:00pm	Guatemala City, Guatemala → Miami, FL <i>American Airlines Flight 2359</i>
6:00-8:25pm	Layover at Miami International Airport
8:25 – 10:59pm	Miami, FL → Washington Reagan International Airport <i>American Airlines Flight 2461</i>
10:59pm	Arrival in Washington, D.C.