

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

18 NOV 14 PM 3:19

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: Kevin Casey
2. a. Name of accompanying relative: \_\_\_\_\_ *or* None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 10/21/2018 Return: 10/26/2018  
 b. Dates at personal expense (if any): \_\_\_\_\_ *or* None
4. Departure city: IAD Destination: TUN Return city: IAD
5. Sponsor(s) (who paid for the trip): International Republican Institute (IRI)
6. Describe meetings and events attended: meetings dealt with helping to strengthen their new democracy  
(see attached schedule)
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: 11/9/18

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: \_\_\_\_\_ DATE: 11/9/18

SIGNATURE OF SUPERVISING MEMBER: Joseph Crowley

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): Tunis, Tunisia

3. Date of Departure: October 21, 2018 Date of Return: October 26, 2018

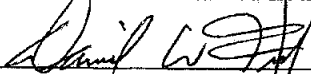
4. Name(s) of Traveler(s): Mike Dankler, Deputy Chief of Staff; Kevin Casey, Democratic Caucus Policy Director  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

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	1858.70	572	478.5	272 (Interpretation)
Accompanying Relative	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: Dan Fisk Title: Chief Operations Officer

Organization: International Republican Institute (IRI)

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

Address: 1225 I "Eye" Street NW, Suite 800, Washington DC 20005

Telephone number: (202) 408-9450

Email Address: dfisk@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: Kevin Joseph Carey

2. Sponsor(s) (who will be paying for the trip):

International Republican Institute (IRI)

3. Travel destination(s): WDC - Tunis, Tunisia - WDC

4. a. Date of departure 10/21/18 Date of return: 10/26/18

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.

As Policy Director of the House Democratic Caucus, I have a deep knowledge of legislative rules & procedures on the trip, we will be meeting w/ Tunisian Parliamentarians

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 discussing democratic

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: 9/21/2018

[Signature]  
Signature of Employing Member

Institution-building & strengthening

**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 (IRI)
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):  
Kevin Casey, Democratic Caucus Policy Director for Rep. Crowley, because of his knowledge of legislative rules and procedure and participation in the House Democracy Partnership (HDP).  
\_\_\_\_\_
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
6. Date of departure: October 21, 2018 Date of return: October 26, 2018
7. a. City of departure: Washington, DC  
b. Destination(s): Tunis, Tunisia  
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 House Democracy Partnership (HDP) programs since 2005. As a follow-up to a recent HDP CODEL to Tunisia, IRI will facilitate a series of workshops and trainings on techniques for citizen engagement and drafting legislation that is inclusive of citizen needs. The trainings will be attended by MPs and legislative staff of the Parliament of Tunisia. 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): \_\_\_\_\_  
Up to \$92 per day (in compliance with U.S. State Department per diem rate)

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
IRI is facilitating the HDP program in collaboration with leadership of the Parliament of Tunisia.  
Trainings will take place with MPs and legislative staff at the Tunisian Parliament building in Tunis.

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

Hotel name: Golden Tulip Carthage Hotel City: Tunis Cost per night: 97

Reason(s) for selecting: Hotel is near to Tunisian Parliament and is at or below U.S. State Department lodging rate.

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking 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	1780	388	506
For each accompanying relative	N/A		

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	360	Translation - 240; Transportation - 120
For each accompanying relative		

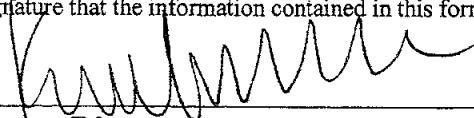
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

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 & Vice President for Strategic Initiatives  
 Organization: International Republican Institute  
 Address: 1225 I "Eye" St. NW, Suite 800, Washington, DC 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

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

October 9, 2018

Mr. Kevin Casey  
Democratic Caucus  
1420 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Casey:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Tunisia,<sup>1</sup> scheduled for October 21 to 26, 2018, sponsored by International Republican Institute.

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

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

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<sup>1</sup> We note that the U.S. Department of State (State Department) has issued a travel warning concerning travel to Tunisia. Tunisia Travel Advisory, Travel.State.Gov (January 10, 2018), <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages/Tunisia.html>. You may wish to contact the State Department regarding the safety of your proposed trip.

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





## TRAVEL INFORMATION

The U.S. delegation and IRI staff will be departing from the Washington Dulles International Airport (IAD). It is strongly encouraged that delegates arrive at their airport of origin at least three hours prior to the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is fully reimbursable. Delegates will meet IRI Control Officer 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 Sierra Smith of any delays or changes in flight plan.

### Flight Information:

#### Arrival Flight:

*Air France 055* Departing Washington Dulles (IAD) Sunday, October 21 at 6:05 PM

Connecting to *Air France 1284* Monday, October 22 at 10:05 AM

Arriving in Tunis, Tunisia Monday, October 22 at 11:30 AM

#### Departure Flight:

*Air France 1085* Departing Tunis, Tunisia Friday, October 26 at 9:50 AM

Connecting to *Air France 026* Friday, October 26 at 4:20 PM

Arriving in Washington Dulles (IAD) Friday, October 26 at 6:50 PM

### IRI Control Officers:

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

Jihen Jouini, Program Officer: +216 23 331 983





## SEMINAR AGENDA

### MONDAY, October 22, 2018

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda. Complimentary breakfast is available from 7:00-9:00 AM daily.*

*Dress will be **casual** during travel and scheduled briefings.*

11:30am

**Arrival in Tunis, Tunisia**  
*Air France 1284*

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 Sierra Smith for assistance. The drive to the hotel will take approximately 20 minutes.

12:30pm

**Check in to the Golden Tulip Carthage Hotel**  
*Avenue de la Promenade Les Cotes De Carthage, La Marsa*

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.

4:30 – 6:00pm

**Country Briefing**

IRI staff will conduct an in-depth overview of the political situation in Tunisia and the structures and processes of the Assembly of the Representatives of the People (ARP), as well as an overview of the agenda and key training topics.

**Stephen Leach** – IRI Resident Program Director  
**Jihen Jouini** – IRI Program Officer

6:00 – 6:30pm

**Transport to Dinner**

6:30 – 8:30pm

**Welcome Dinner & Training Preparation**



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IRI staff will welcome the U.S. Delegation to Tunis by reviewing the program agenda and key training topics.

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8:30pm **Transport to Hotel**

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## TUESDAY, October 23, 2018

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

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

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9:00 – 9:30am **Transport to Tunisian Parliament**

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9:30 – 10:30am **Meeting with Leadership of the ARP**

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10:30 – 11:00am **Tour of the Tunisian Parliament**

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11:00 – 11:45am **Meetings with Party Leadership**

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11:45 – 12:00pm **Transport to Lunch**

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12:00 – 1:30pm **Lunch**

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1:30 – 1:45pm **Transport to Tunisian Parliament**

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### ***Session I: Roles and Responsibilities of Representatives of the People***

2:00 – 3:15pm **An Overview of the Roles and Responsibilities of Elected Officials**

Staff members from the U.S. House of Representatives will provide an overview of three core areas of being successful representatives: developing effective policy, communicating and engaging citizens and working within the structures of a legislature. A question and answer session will be included.

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3:15 – 4:30pm **Legislative Processes and Bill Making – How to Develop Responsive and Inclusive Legislation**

Panelists will provide an overview and techniques for developing legislation that is responsive to citizen's needs. Additionally, panelists will discuss how to build support and pass legislation in a multi-party legislature. A question and answer session will be included.

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4:30pm

**Transport to Hotel**

*Delegates will have a brief period of rest before departure to dinner.*

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6:00pm

**Transport to Dinner**

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6:30 – 8:30pm

**Dinner**

During a working dinner, IRI staff will prepare delegates for the Wednesday Session II trainings.

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8:30 – 9:00pm

**Transport to Hotel**

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## WEDNESDAY, October 24, 2018

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

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

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9:30 – 10:00am

**Transport to Tunisia Parliament**

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### *Session II: Techniques for Including Citizens in the Legislative Process*

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10:00 - 11:30am

**Meeting the Needs of Citizens as a Member or Staff Member**

This session will focus on how members of parliament can be responsive to the needs of citizens. Topics will include citizen engagement, incorporating citizens into the legislative process and how to work within the legislature to promote citizen ideas.

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11:30 – 1:00pm

**Lunch**

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1:00 – 2:00pm

**Ensuring the Quality of Laws**

*Parliament, Constitutional Hall*

Using the U.S. Congress as a case study, this session will focus on how engaging citizens and stakeholder groups when formulating policy can positively affect the quality of legislation. This session will also delve in to the roles of various committees in the U.S. House of Representatives and how committee structure and deliberation strengthen draft legislation.

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2:00 – 3:00pm

**Engaging Citizens through Traditional Methods and Technology**

This session will focus on ways in which members and staff can engage citizens on a daily basis. This session will focus on conventional means as well as the use of social media to connect with citizens.

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3:00 – 3:30pm

**Coffee Break**

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3:30 – 5:00pm

**Workshop: Turning Citizen Requests into Policy**

A hands-on workshop in which participants will utilize the strategies presented in the first trainings. Participants will break into groups of four to develop action plans. Following deliberation, each group will present their action plans and receive feedback from trainers and peers.

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5:00 – 5:30pm

**Transport to Hotel**

*Delegates will have a brief period of rest before departure to dinner.*

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6:30 – 7:00pm

**Transport to Dinner**

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7:00-9:00pm

**Dinner with Members of the Tunisian Women’s Caucus**

Members of the Tunisian Women’s Caucus will join the U.S. Delegation for a working dinner to discuss current legislative priorities of the Women’s Caucus.

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9:00pm

**Transport to Hotel**

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**THURSDAY, October 25, 2018**

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*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.*

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9:30 – 10:00am

**Transport to U.S. Embassy**

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10:00 – 11:00am

**Meeting with U.S. Ambassador Daniel H. Rubinstein**

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Delegates and IRI staff will meet with the U.S. Ambassador to Tunisia to debrief the Ambassador on the technical assistance consultancy and highlight the House Democracy Partnership's relationship and future opportunities to collaborate with the Embassy and the ARP.

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11:00 – 12:00pm **Meeting with USAID**

Delegates and IRI staff will meet with the USAID mission to debrief on the Mission on the technical assistance consultancy and highlight the House Democracy Partnership's relationship and future opportunities to collaborate with USAID and the ARP.

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12:00 – 12:30pm **Transport to Lunch**

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12:30 – 2:00pm **Lunch with Parliamentary Leadership**

Delegates and IRI staff will meet with parliamentary leadership during a working lunch to gather feedback on the trainings and discuss future opportunities for exchange with the House Democracy Partnership.

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2:00 – 4:00pm **Guided Cultural Tour of Tunis**

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4:00pm **Transport to Hotel**

*Delegates will have a brief period of rest before departure to dinner.*

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6:30pm **Transport to Dinner**

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7:00-9:00pm **Closing Dinner**

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

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9:00pm **Transport to Hotel**

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**FRIDAY, October 26, 2018**

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

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

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7:00am	<b>Transport to Airport</b>
9:50 – 1:25pm	<b>Depart Tunis for Paris, France</b> <i>Air France 1085</i>
1:25 – 4:20pm	<b>Layover in Charles De Gaulle Airport</b>
4:20 – 6:50pm	<b>Depart Paris for Washington, D.C.</b>
6:50pm	<b>Arrival at Washington Dulles International Airport (IAD)</b>

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## **Addendum – IRI Primary Trip Sponsor Form**

4.) The following staff of the U.S. House of Representatives have been invited to participate in the House Democracy Partnership (HDP) Tunisia technical assistance consultancy because of their knowledge of and ability to provide technical assistance to the Tunisian Parliament on legislative rules and procedure and techniques for citizen engagement:

- **Corey Jacobson**, Legislative Director to Rep. Ted Lieu, who serves on the HDP Commission
- **Kevin Casey**, Democratic Caucus Policy Director, Office of Rep. Joe Crowley
- **Mike Dankler**, Deputy Chief of Staff to Rep. Jackie Walorski, who serves on the HDP Commission

12.) **The House Democracy Partnership (HDP)** is a bipartisan, twenty-member commission of the U.S. 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 International Republican Institute (IRI) facilitates programming on behalf of HDP, which complements IRI's legislative strengthening work with parliaments worldwide. IRI is the sole organizer of the program and is overseeing all logistics. USAID has provided grant funds to IRI for this purpose.