



# U.S. House of Representatives COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

Original  Amendment

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, B-81 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: Katherine Morley
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. **Dates:** Departure: 02/16/19 Return: 02/23/19  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure City: Washington, DC, USA Destination: Yerevan, Armenia Return City: Washington, DC, US
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute (NDI)
6. Describe Meetings and Events Attended: The group met with Members of Parliament, US Embassy and USAID, and civil society stakeholders in an effort to assess the status and strength of the Armenian Legislative Branch.
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** the *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 statement is true by checking the box:**   
 b. If not, explain: \_\_\_\_\_

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES  
2019 MAR 12 AM 9:02  
LEGISLATIVE RESOURCE CENTER

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

Signature of Traveler: Kemsey Date: 3/8/19

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: Rep. Steve Womack Date: 3/8/19

Signature of Supervising Member: Steve Womack



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

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 ten 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 (NDI)

2. Travel Destination(s): Yerevan, Armenia

3. Date of Departure: 02/16/19 Date of Return: 02/23/19

4. Name(s) of Traveler(s): Katie Morley

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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,222.57	\$636.18	\$198.97	\$73.03 (meeting rooms) \$450.01 (interpretation)
Accompanying Family Member	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:  Date: 3/6/19

Name: Sander Schultz Title: Chief Financial Officer

Organization: National Democratic Institute (NDI)

I am an officer of the above-named organization. Signify statement is true by checking box:

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

Telephone: (202) 728-5570 Email: 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: Katie Morley

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

3. Travel Destination(s): Yerevan, Armenia

4. a. Date of Departure: February 16, 2019 Date of Return: February 23, 2019

b. Will you be extending the trip at your personal expense?  Yes  No

If yes, list dates at personal expense: \_\_\_\_\_

5. a. Will you be accompanied by a family member at the sponsor's expense?  Yes  No If yes:

(1) Name of Accompanying Family Member: \_\_\_\_\_

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

(3) Accompanying Family Member is at least 18 years of age:  Yes  No

6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  Yes  No

b. If yes, and you are requesting lodging for two nights, explain why the second night 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.

Rep. Womack is a member of the House Democracy Partnership and I am the staffer who handles foreign affairs, including HDP

\_\_\_\_\_

9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member  Date 1/17/19





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 website (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): Katie Morley, Legislative Assistant for Rep Steve Womack and Erica Riordan, Legislative Assistant for Rep. Dina Titus
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: February 16, 2019 Date of Return: February 23, 2019
7.
  - a. City of departure: Washington, D.C.
  - b. Destination(s): Yerevan, Armenia
  - c. City of return: Washington, D.C
8. **Check only one.** I represent that:
  - 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 only 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 you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities 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 only one of the following:**
- 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. *Not Applicable.* 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. **Check only one.** I represent that either:
- 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 the 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: Marriott Hotel City: Yerevan, Armenia Cost Per Night: \$110  
Reason(s) for Selecting: Please see addendum
- 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:*





U.S. House of Representatives

# COMMITTEE ON ETHICS

### 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	\$1,191.96	\$660	\$431.20
For each Accompanying Family Member			

  

	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	\$466.67	Interpretation services
For each Accompanying Family Member		

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

### 19. Check only one:

- a. I certify that I am an officer of the organization listed below:  **OR**  
 b. *Not Applicable.* Trip 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:  Date: 1/17/2019

Name: Sander Schultz

Title: Chief Financial Officer

Organization: National Democratic Institute

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

Telephone: (202) 728-5500

Email: 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, D.C. 20515  
 Phone: 202-225-7103 General Fax: 202-225-7392



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

February 13, 2019

Ms. Katherine Morley  
Office of the Honorable Steve Womack  
2412 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Morley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Armenia, scheduled for February 16 to 23, 2019, sponsored by National Democratic 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.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch".

Theodore E. Deutch  
Chairman

A handwritten signature in blue ink, appearing to read "Kenny Marchant".

Kenny Marchant  
Ranking Member

TED/KM:jeb



## ATTACHMENT A: ADDENDUM TO PRIMARY TRIP SPONSOR FORM

4. **Katie Morley** is a Legislative Assistant for Rep. Steve Womack (R-AR), **Erica Riordan** is a Legislative Assistant for Rep. Dina Titus (D-NV) and **James Johnson** is a Legislative Assistant for Rep. Frank Pallone (D-NJ). As Rep. Womack and Rep. Titus are both members of the House Democracy Partnership (HDP), Ms. Morley and Ms. Riordan are familiar with HDP's mission and legislative strengthening activities. Ms. Morley and Ms. Riordan would be able to provide individual insights during the assessment mission from the lens of the office of their member of congress. In their capacities as legislative assistants, Ms. Riordan and Ms. Morley would be able to share experiences in working for their member, and provide strategic advice on potential areas for collaboration between HDP and the Armenian National Assembly. Mr. Johnson's participation is vital to the assessment, as he handles foreign affairs issues for Rep. Pallone and has specifically been one of the main points of contact for the Congressional Armenian Caucus for the past two years.

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 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 **U.S. Agency for International Development (USAID)** to support initiatives undertaken to enhance the integrity of partner legislatures through legislative strengthening activities, as well as explore the possibility of new partnerships between HDP and legislatures that are not currently HDP partners. NDI is responsible for arranging all 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.

15b.

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

<b>Saturday, February 16:</b>	Dinner: in flight
<b>Sunday, February 17:</b>	Breakfast: in flight Lunch: in flight Dinner: \$63.20
<b>Monday, February 18:</b>	Breakfast: \$13.80 Lunch: \$23

Dinner: \$36.80

**Tuesday, February 19:** Breakfast: \$13.80  
Lunch: \$23  
Dinner: \$36.80

**Wednesday, February 20:** Breakfast: \$13.80  
Lunch: \$23  
Dinner: \$36.80

**Thursday, February 21:** Breakfast: \$13.80  
Lunch: \$23  
Dinner: \$36.80

**Friday, February 22:** Breakfast: \$13.80  
Lunch: \$23  
Dinner: \$36.80

**Saturday, February 23:** Breakfast: in-flight  
Lunch: in-flight

2). **Armenia** has been selected for the HDP assessment mission as a result of the important recent political transitions. The unexpected resignation of Armenia's decade-long ruler, Serzh Sargsyan, and the election of Nikol Pashinyan of the opposition "Yelk" coalition to prime minister mark potentially one of the most consequential political developments in Armenia since its independence. The size and resilience of the demonstrations that led to Pashinyan's election illustrate the commitment of Armenian citizens to improving the health of their democracy. The movement was a result of a groundswell of citizen pressure and the articulation of a desire for accountable leadership and democratic institutions. The newly elected parliament has made a commitment to combating corruption, and introducing sweeping reforms. The Armenian National Assembly was also selected as a result of the recent strong political will for an HDP partnership and participation in peer to peer exchanges. As HDP has not engaged with Armenia in the commission's 14-year history, it was determined an assessment that included U.S. Congressional staff was needed to explore the viability and possible impact of an HDP partnership with the Armenian legislature.

16. NDI selected the Marriott Hotel based on the following reasons: 1) the quality of accommodations and services provided by hotel staff; 2) reputation in upholding security



measures, as ensuring security of travelers is a primary concern of NDI; and 3) close accommodations to the event venue, which will help to limit travel time.

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

**Airfare:** \$900.33 (good faith estimate of flight cost per person)

**Reimbursement for taxis to and from IAD airport:** \$150 (good faith estimate per person)

**Yerevan Transportation:** NDI estimates ground transportation will total \$893 to and from meetings for five days. This includes transportation for a delegation of eight people (including DC-based and local NDI staff), therefore, the per person cost is \$111.63. Additionally, the airport transfers for the delegation is \$150. NDI expects five people will participate in these airport transfers, costing \$30 per person. *Therefore, total estimated ground transportation per person is \$141.63 (good faith estimate).*

***Other Expenses***

Interpretation services will be provided. The total estimated cost of providing this service is \$2,800. NDI expects the full U.S. delegation and one local staffer will utilize these services, a total of six people, *therefore the per person cost for interpretation services is \$466.67 (good faith estimate).*



## ARMENIA STAFF ASSESSMENT MISSION

*Yerevan, Armenia  
February 16 to 23, 2019*

### Program Summary

The House Democracy Partnership (HDP) is a bipartisan commission of the United States House of Representatives that is dedicated to promoting responsive, effective government and strengthening democratic institutions by assisting legislatures in emerging democracies through peer-to-peer cooperation. Founded in 2005, the House Democracy Partnership is comprised of 21 partner parliaments from around the globe. These programs are supported by a partnership with the International Republican Institute (IRI) and the National Democratic Institute (NDI), with funding from the U.S. Agency for International Development (USAID). In an effort to continue to be responsive to the changing needs and emergence of newly democratic legislatures worldwide, NDI, IRI, and HDP are collaborating to meet with parliamentary leadership in countries that have (or will have) recently undergone significant democratic transitions.

The unexpected resignation of Armenia's decade-long ruler, Serzh Sargsyan, and the election of Nikol Pashinyan of the opposition "Yelk" coalition to prime minister mark potentially one of the most consequential political developments in Armenia since its independence. The size and resilience of the demonstrations that led to Pashinyan's election illustrate the commitment of Armenian citizens to improving the health of their democracy. The movement was a result of a groundswell of citizen pressure and the articulation of a desire for accountable leadership and democratic institutions. The newly elected parliament has made a commitment to combating corruption, and introducing sweeping reforms.

The goal of the delegation's visit to Armenia is to identify potential opportunities for impactful engagement by HDP with the Armenian National Assembly. The delegates also will make recommendations around the alignment of HDP support and USAID-supported parliamentary strengthening programs in country, in line with the Foreign Assistance Act and subsequent legislation. HDP reviews its partner countries every several years in consultation with the United States Department, USAID, and the Congressional Research Service.





**Saturday, February 16**  
**Departure from Washington, D.C.**

**6:35 PM**      **Depart from Washington Dulles International Airport**  
*Qatar Airways 708*

**Sunday, February 17**  
**Arrival in Yerevan, Armenia**

3:25 -  
8:55 PM      **Layover in Doha, Qatar**

8:55 PM      **Depart from Doha**  
*Qatar Airways 285*

**Monday, February 18**  
**Yerevan, Armenia**

**Note:** *Breakfast is provided daily in the hotel restaurant. Please arrange to complete breakfast before the start of the day's program.*

**1:05 AM**      **Arrive in Yerevan, Armenia**

Transportation will be provided to the hotel, which is approximately 25 minutes away from the airport.

**2:30 AM**      **Check in to Hotel and Rest**

**12:00 -**  
**12:30 PM**      **Gather in the Hotel Lobby and Depart for Lunch**

**12:30 PM -**  
**2:00 PM**      **Lunch Briefing with NDI and IRI Armenia Staff**

This meeting will provide an opportunity to review the schedule for the week, discuss nuances of specific meetings and review the assessment methodology. A political briefing by NDI Armenia staff will also be provided to the delegation.

**2:00 -**  
**2:30 PM**      **Travel to U.S. Embassy**

2:30 -  
3:30 PM

**Meeting with U.S. Embassy in Armenia and USAID Mission Staff**

This meeting will provide an opportunity to discuss the goals of the assessment team with staff of the U.S. Embassy and USAID Mission. An analysis of U.S.-Armenia relations will also be shared, along with information on USAID programming and democracy and governance priorities in Armenia.

3:30 -  
4:00 PM

**Travel to Parliament**

4:00 -  
5:30 PM

**Roundtable Meeting with Civil Society Representatives**

Civil society members and delegates will discuss civil society's engagement with parliamentary and their impressions of parliamentary development needs. Potential invitees include: Transparency International Anti-Corruption Center, "Asparez" Club, Helsinki Citizens' Assembly Vanadzor, Freedom of Information Center of Armenia.

5:30 -  
6:30 PM

**Transfer to Hotel and Rest**

6:30 -  
7:00 PM

**Meet in Hotel Lobby and Travel to Dinner**

7:00 -  
8:30 PM

**Dinner**

**Location:**

Lavash  
21 Tumanyan Street  
Yerevan 0001, Armenia

**Tuesday, February 19**

**Yerevan, Armenia**

**Note:** *Breakfast is provided daily in the hotel restaurant. Please arrange to complete breakfast before the start of the day's program.*

8:30 -  
9:00 AM

**Gather in the Hotel Lobby and Depart for Office of the Prime Minister**

9:00 -  
10:00 AM

**Meeting with Aides to Prime Minister, Nikol Pashinyan**

Nikol Pashinyan of the Yelk coalition was elected as Prime Minister in May 2018.



In this meeting, delegates will have an opportunity to introduce the HDP program to the Prime Minister's aides, and seek their perspectives on areas an HDP partnership could support the capacity of the National Assembly.

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10:00 -  
10:30 AM

**Travel to Parliament**

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10:30 -  
11:30 AM

**Meeting with Head of "Prosperous Armenia" Faction and Senior Staff**

The Prosperous Armenia faction was established in 2004, and is widely representative of the country's provincial rural populations. In this meeting with faction leader Gagik Tsarukyan, the delegation will have an opportunity to discuss the priorities of the faction, in addition to ways in which the HDP partnership might benefit and support the National Assembly.

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11:30 AM -  
12:30 PM

**Meeting with Chairman of Foreign Affairs Committee, Mr. Ruben Rubinyan**

Ruben Rubinyan is the former Deputy Minister of Foreign Affairs and a member of the "My Step" faction. Delegates will meet with Mr. Rubinyan, other senior committee members, and senior committee staff to discuss the HDP programs and bilateral legislative exchange on foreign affairs issues.

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12:30 -  
12:45 PM

**Travel to Lunch**

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12:45 -  
1:45 PM

**Lunch**

**Location:**

Tsirani restaurant,  
Northern Avenue 5,  
Yerevan

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1:45 -  
2:00 PM

**Travel to Parliament**

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2:00 -  
3:00 PM

**Meeting with Speaker of Parliament and Key Parliamentary Leadership**

This meeting with the Speaker of Parliament, Mr. Ararat Mirzoyan, will allow delegates to provide a background and introduce HDP to parliamentary leadership and potential future bilateral legislative exchange programs between the U.S. Congress and the Armenian National Assembly. The Speaker will share key institutional development challenges being faced by the Armenian National Assembly.

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3:00 -  
4:00 PM

**Meeting with Chair of "My Step" Faction and Senior Staff**

The My Step faction is a political alliance that was developed by the Civil Contract Party, the Mission Party, and representatives from civil society. In this meeting with Lilit Makunts, faction leader of "My Step," delegates will discuss the priorities of the faction, in addition to ways in which the HDP partnership might benefit and support the National Assembly.

4:00 -  
5:00 PM

**Meeting with Chair of "Bright Armenia" Faction and Senior Staff**

The Bright Armenia political party was founded in 2015, and is invested in maintaining cooperation with neighboring countries to ensure the interests of Armenia are not compromised by competing country interests. In this meeting with Edmon Marukyan, the founder of the party and its leader in parliament, delegates will discuss the priorities of the faction, in addition to ways in which the HDP partnership might benefit and support the National Assembly.

5:00 -  
5:30 PM

**Travel to Dinner**

5:30 -  
7:00 PM

**Dinner**

Location:  
Anteb  
Yeznik Koghabatsi Street  
Yerevan, Armenia

**Wednesday, February 20**  
**Yerevan, Armenia**

**Note:** *Breakfast is provided daily in the hotel restaurant. Please arrange to complete breakfast before the start of the day's program.*

8:30 -  
9:00 AM

**Gather in Lobby and Depart for U.K. Embassy**

9:00 -  
10:00 AM

**Meeting with U.K. Embassy and DFID Staff**

DFID currently supports parliamentary assistance programs for the National Assembly, and works in close coordination with other development partners in the country. This meeting will provide an opportunity for the delegation to understand DFID's role in parliamentary assistance to gauge the potential role of HDP in complementing or supplementing this support.

10:00 -

10:30 AM

**Travel to Parliament**

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10:30 -  
11:30 AM

**Meeting with State and Legal Affairs Committee**

In this meeting, delegates will have an opportunity to meet with the Chair, who is expected to be named ahead of the date of the assessment to discuss the role of the Committee and implications for HDP assistance to the National Assembly.

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11:30 AM -  
12:30 PM

**Meeting with Multi-Party Group of Women MPs**

The Armenian National Assembly is comprised of 24% women MPs, many of whom are serving their first terms in parliament. In this meeting, women MPs from the Civil Contract, Prosperous Armenia, and Bright Armenia parties will discuss challenges facing women MPs, in addition to issues related to cross-party cooperation and gender parity, and implications for HDP assistance.

12:30 -  
1:00 PM

**Travel to Lunch**

1:00 -  
2:00 PM

**Lunch**

**Location**

Mayrig Restaurant  
4/6 Amiryar st

2:00 -  
2:30 PM

**Travel to Parliament**

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2:30 -  
3:30 PM

**Meeting with Parliamentary Research Services (The Library and Archive Division and Research and Analytical Division)**

The Information and Analytical Department is a subdivision of the National Assembly that incorporates both the Library and Archive Division and Research and Analytical Division. Each of these offices provide parliament with information on legislative activity and relevant historic information. During this meeting, delegates will have an opportunity to learn about the subdivision's activities and the needs of the National Assembly broadly in research and information development.

3:30 -  
4:30 PM

**Meeting with Chair of Finance Committee, Ms. Mane Tandilyan, Bright Armenia Faction**

Mane Tandilyan is the former Minister for Labour and Social Affairs. She also served as a member of the previous opposition faction "Way Out Alliance." In this meeting, delegates will have an opportunity to discuss priorities of the



Finance Committee, and how the HDP program could support US Congress and the National Assembly on financial policy-making issues.

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**4:30 -  
5:30 PM**                      **Debrief with NDI/IRI Armenia staff**

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**5:30 -  
6:00 PM**                      **Travel to Dinner**

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**6:00 -  
7:30 PM**                      **Dinner**

**Location**

Sherep  
1 Amiryanyan St, Yerevan 0010, Armenia

**Thursday, February 21  
Yerevan, Armenia**

**Note:** *Breakfast is provided daily in the hotel restaurant. Please arrange to complete breakfast before the start of the day's program.*

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**8:30 -  
9:00 AM**                      **Gather in Lobby and Depart for Parliament**

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**9:00 -  
11:00 AM**                      **Roundtable Meeting with Journalists and Media Representatives**

In this meeting, delegates will meet with media representatives to discuss the state of openness and press freedom, citizen impressions of parliament, and interactions between parliament and the media outlets in Armenia.

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**11:00 AM -  
12:00 PM**                      **Meeting with Mandate**

Delegates will meet with representatives of Mandate, a local NGO conducting parliamentary monitoring.

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**12:00 -  
12:30 PM**                      **Travel to Lunch**

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**12:30 -  
1:30 PM**                      **Lunch**

**Location**

The Club  
40 Tumanyan St

Yerevan, 0002

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**1:30 -  
2:00 PM**                    **Travel to Parliament**

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**2:00 -  
3:00 PM**                    **Meeting with ABA/ROLI**

The American Bar Association's Rule of Law Initiative has been operating in Armenia since 1995. It has advised parliament and the government on criminal law reform, judicial ethics, and other rule of law issues. In this meeting, delegates will discuss the HDP program and opportunities for legislative bilateral exchange on legal issues.

**3:00 -  
5:30 PM**                    **HDP New Parliamentary Staff Training**

In this training, facilitated by NDI and IRI staff, HDP congressional staff delegates will provide guidance and technical assistance to new parliamentary staff on issues related to office development, staff roles and responsibilities, workflow management, and internal and external communications.

**5:30 -  
6:00 PM**                    **Travel to Hotel**

**Evening**                    **Free**

**Friday, February 22**  
**Yerevan, Armenia**

**9:00 -  
9:30 AM**                    **Gather in Lobby and Depart for USAID Mission**

**9:30 -  
11:30 AM**                    **End of Assessment Debrief with USAID Mission staff**

This meeting will provide the delegation with an opportunity to debrief with USAID mission staff on initial findings from the week, including information gathered in meetings, and overall takeaways from conversations with stakeholders in the Armenia National Assembly and government.

**11:30 -  
12:00 PM**                    **Depart for Lunch**

**12:00 -  
1:00 PM**                    **Lunch**

**Location:**  
Mayrig Restaurant

4/6 Amiryar st

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**1:00 -  
1:30 PM**      **Depart for Parliament**

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**1:30 PM -  
3:30 PM**      **HDP Training with new Parliamentary Staff**

In this training, facilitated by NDI and IRI staff, HDP congressional staff delegates will provide guidance and technical assistance to new parliamentary staff on issues related to office development, staff roles and responsibilities, workflow management, and internal and external communications.

**3:30 PM**      **Return to Hotel and Rest Before Long Travel**

**11:00 PM**      **Check-out of Hotel and Depart for Airport**

**Saturday, February 23, 2018**  
*Departure from Yerevan, Armenia*

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**2:45 AM**      **Depart Yerevan, Armenia**  
*Qatar Airways 286*

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**4:45 -  
8:20 AM**      **Layover in Doha, Qatar**

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**8:20 AM**      **Depart Doha, Qatar**  
*Qatar Airways 707*

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**3:00 PM**      **Arrive in Washington, D.C.**

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