



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: Stephen Dwyer
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: April 23, 2019 Return: April 27, 2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Bogota, Colombia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute
6. Describe Meetings and Events Attended: Meet with various offices within the Congress of Colombia on Modernization and transparency issues, sharing the experiences of the U.S. Congress and learning about theirs.
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: _____

LEGISLATIVE RESOURCE CENTER
2019 MAY 14 PM 4:35
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler: Date: 5/13/19

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. Steny Hoyer Date: 5/13/19

Signature of Supervising Member:



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

2. Travel Destination(s): Bogota, Colombia

3. Date of Departure: April 23, 2019 Date of Return: April 27, 2019

4. Name(s) of Traveler(s): Stephen Dwyer

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	\$1080.69	\$427.38	\$97.65	\$710.24 (interpretation and equipment)
Accompanying Family Member				

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: *Shan Bandy* Date: May 8, 2019

Name: *Shari Bandy* Title: *Vice President*

Organization: National Democratic Institute

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

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

Telephone: (202) 728-5500 Email: *Shanb@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.



TRAVELER FORM

1. Name of Traveler: Stephen Dwyer
2. Sponsor(s) who will be paying for the trip: National Democratic Institute
3. Travel Destination(s): Bogota, Colombia
4. a. Date of Departure: 4/23/2019 Date of Return: 4/27/2019
- 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.**

As Majority Leader Hoyer's Senior Policy Advisor and Digital Director, I am tasked with working with the institutional offices of the Legislative Branch in order to advance the issue of modernization, including adopting new technologies and methods within Congress. The House Democracy Partnership works toward sharing this type of expertise internationally between legislatures.

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

4/8/19



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): Stephen Dwyer,
Senior Policy Advisor & Digital Director, Office of Rep. Steny Hoyer
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: 4/23/19 Date of Return: 4/27/19
7. a. City of departure: Washington, D.C.
b. Destination(s): Bogota, Colombia
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: Hotel Embassy Suites City: Bogota Cost Per Night: \$115
 Reason(s) for Selecting: Safe, reliable, and close to location of most meetings
 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	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$1,441.73	\$460	\$273.00
For each Accompanying Family Member	N/A	N/A	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	\$667.57	Translation services per person
For each Accompanying Family Member	N/A	N/A

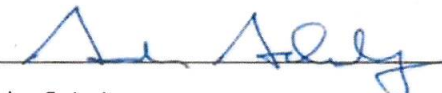
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: 4/8/2019

Name: Sander Schultz

Title: Chief Financial Officer

Organization: National Democratic Institute

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

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

Theodore E. Deutch, Florida
Chairman

Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

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

April 15, 2019

Mr. Stephen Dwyer
Office of the Majority Leader
H-107, The Capitol
Washington, DC 20515

Dear Mr. Dwyer:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Columbia,¹ scheduled for April 23 to 27, 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.

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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:adw



COLOMBIA TECHNICAL ASSISTANCE CONSULTANCY

***Bogotá, Colombia
April 23-27, 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 October 2016, NDI supported an HDP technical assistance consultancy with the Congress of Colombia focused on expanding digital infrastructure and technological innovation. Parliamentary transparency remains a topic of significant importance in Colombia, especially in light of the recent peace negotiations. Congressional leaders made opening parliamentary data a priority in 2017, and new Senate leadership affirmed a resolution made under the previous Senate President to improve publication of information in open data formats. To continue advancing parliamentary transparency, a technical consultancy on best practices for user-centered design, understanding constituent priorities, and principles for objective open data will further progress the Congress of Colombia's steps towards parliamentary openness. This will include trainings on working with civil society organizations to focus on encouraging women and other marginalized groups' utilization of open data.



Tuesday, April 23
Departure from Washington, D.C.

1:44pm **Depart from DCA**
American Airlines 1174

8:20pm **Arrive at El Dorado International Airport**
American Airlines 915

A representative from NDI will meet you at the airport and transfer you to the hotel.

9:20pm **Check-in at Hotel Embassy Suites**

Calle 70 #6-22, Bogotá

Wednesday, April 24
Bogota, Colombia

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

8:00 -
9:00 AM **Introductory Meeting with NDI team**

Participants will have an opportunity to meet with the NDI country director and program staff to discuss the week's program and get answers to questions they may have regarding Congress and its open data, digital communications, and legislative transparency initiatives.

Location: Hotel Embassy Suites

9:00 -
10:00 AM **Transportation to Congress**

10:00 -
11:00 AM **Meeting with implementation team of the Action Plan for an Open and Transparent Government**

Meeting participants include:

Representative of the President of the Senate
Representative of the Second Vice-President of the Senate
Coordinator of the Congressional Citizen Attention Unit

Representative of the Congressional Administrative Directorate
Representative of the Senate Planning and Systems Office

The Colombian Congress signed its first Open Parliament Action Plan in November 2016 with support from NDI, and has passed new plans annually since then. It is currently implementing its third Open Parliament Action Plan. The implementation team focuses on issues of transparency, civic participation, access to information and anti-corruption initiatives. During this meeting, participants will have the opportunity to learn about the development of the action plans and the implementing team's successes and challenges in the years since the first action plan was signed.

Location: Senate of the Republic of Colombia
Carrera 8 #10-7, Bogotá

**11:00 AM -
12:00 PM**

Meeting with Angelica Lozano, Second Vice President of the Senate, and Representatives from Senate Leadership Offices

Angelica Lozano is a lawyer and LGBTI rights activist who has served in the Colombian Senate since 2018. As the Second Vice President of the Senate, she is responsible for managing the legislatures' transparency, ethics and anti-corruption initiatives, and led the chamber's development of the third Open Parliament Action Plan. Previously, she served as a member of the Chamber of Representatives, deputy mayor of a Bogota suburb and council member for Bogota. Senator Lozano, a member of the Green Party, is the first openly lesbian woman elected to Congress in Colombian history, and during her tenure in office has focused on fighting for LGBTI rights.

Location: Senate of the Republic of Colombia
Carrera 8 #10-7, Bogotá

**12:00 -
2:00 PM**

Working Lunch with Legislators

During this lunch, participants will have an opportunity to meet with legislators to share their experiences regarding adoption of legislation and practices that promote open data, citizen participation and the use of technology by legislative bodies. The group will be comprised of legislators from the Senate and Chamber of Representatives who are working to promote transparency.

Location: Senate of the Republic of Colombia
Carrera 8 #10-7, Bogotá

**2:00 -
5:30 PM**

Open Data and Datatón Forum

In this working session, HDP consultants will work on several open data and communications exercises with select civil society partners and organization representatives. The exercises will provide hands-on training on practices to improve the publication, flow and use of open data.

Meeting participants include:

DataSketch
Exstituto of Open Politics
Ministry of Technology and Communication (MinTic)

Location: Senate of the Republic of Colombia
Carrera 8 #10-7, Bogotá

5:30 -
6:30 PM

Dinner with NDI field staff and program participants

**Thursday, April 25
Bogota, Colombia**

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

8:00 -
9:00 AM

Transportation to Congress

9:00 -
10:00 AM

Meeting with the Planning and Systems Office

The Planning and Systems Office is responsible for managing congressional technology initiatives and the institution's digital infrastructure. Representatives from the Planning and Systems Office will present on their work, noting major challenges faced and opportunities for reform or innovation.

Meeting Participants Include:

Director of Planning
Advisor to the Administration

10:00 AM -
12:00 PM

Discussion on Socialization of Legislative Transparency Advances

This meeting with domestic civil society organizations will provide an opportunity to share information regarding Congress' relationship with U.S. civil society groups, specifically considering how a more collaborative relationship has fostered technological innovation in Congress. The Latin American Network on Legislative Transparency is a consortium of domestic civic groups that are responsible for developing Colombia's legislative transparency index.

Meeting participants include:

Representative from Senate Leadership Offices
Representatives from the Latin American Network for Legislative Transparency
Representative from parliamentary monitoring organization Visible Congress
Representative of the Institute of Political Science

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

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

Location: Hotel La Opera
Cl. 10 #5-72, Bogotá

**1:30 -
2:00 PM** **Transportation to Congress**

**2:00 -
3:00 PM** **Meeting with Administrative Directorate of the Chamber of Representatives**

The Administrative Directorate is a non-partisan body responsible for supporting the legislative process and administrative functions of Congress, including human resources, contracting, payroll, and other tasks. This meeting will help promote the publication and use of open data in the Administrative Directorate's work.

Location: Chamber of Representatives of the Republic of Colombia
Carrera 7 N° 8 - 68

**3:00 -
4:30 PM** **Meeting with Representatives of Civil Society**

This meeting will provide an opportunity for HDP consultants to meet with key civil society actors who are working to promote open legislation.

**4:30 -
5:00 PM** **Meeting with the Colombian Congressional Channel**

The Colombian Congressional Channel, founded in 2004, is the official channel of the Colombian Congress. Along with plenary and committee sessions, the Channel broadcasts roundtable discussions and public forums in which legislators and thematic experts discuss and debate important legislative topics.

**5:30 -
6:00 PM** **Transportation to NDI Office**

6:30 PM -
7:00 PM

Debrief with NDI Director and Program Staff

Location: NDI Office
Calle 69A #4-88

Friday, April 26
Bogota, Colombia

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

8:00 AM -
9:00 AM

Transportation to Congress

9:00 AM -
12:00 PM

Working Meeting with the Center for Advanced Legislative Studies (CAEL)

Meeting participants include:

CAEL Coordinator
Advisors to the Secretary General of the National Senate

The Center for Advanced Legislative Studies (CAEL) is a nonpartisan research institution within the Secretary General of the Colombian Senate that partners with universities, civil society organizations, other research centers and public offices to provide tools to improve the quality and transparency of the Colombian legislative process.

12:00 -
12:30 PM

Transportation to Lunch

12:30 -
1:30 PM

Lunch with House and Senate Transparency Advisers

The delegation will have the opportunity to informally interact and share observations with representatives from both chambers and respond to additional questions.

Location: Restaurante Madre
Cl. 12 ##5 - 83, Bogotá

1:30 -
2:00 PM

Transportation to Congress

2:00 -
3:30 PM

Working Meeting with the Legislative Technical Assistance Unit (UATL)

Meeting participants include:

UATL Coordinator
UATL Working Group

The Legislative Technical Assistance Unit (UATL) is a working group within the Colombian Congress comprised of over 800 legislative experts who provide institutional technical advice and legislative analysis to members of Congress. Along with technical expertise, Unit members offer legal support services and budgetary advice with the aim of improving the quality of legislative debate and ultimately of legislation.

3:30 -
4:00 PM

Formal Close of Program with Congressional Leaders

4:00 -
4:30 PM

Transportation to NDI office

4:30 -
5:30 PM

Meeting with Red Innovación (Innovation Network)

Red Innovacion is a Spanish-language online portal that facilitates peer-to-peer knowledge transfer and increased access to political reform materials and comparative experiences. Portal users have access through Google Hangouts and virtual exchanges to experts in the fields of political party strengthening, legislative transparency and political reform processes. Tools used to share knowledge include case studies, infographics, training exchanges, regional forums and a virtual learning classroom.

Location: NDI Office
Calle 69A #4-88

5:30 -
6:30 PM

Outbrief with USAID and NDI Staff

Location: NDI Office
Calle 69A #4-88

Saturday, April 27
Return to Washington, D.C.

5:00 AM **Depart for El Dorado International Airport**

7:20 AM **Depart from Bogota**
Delta 980

4:31 PM **Arrive DCA**
Delta 2198

4. Stephen Dwyer, Senior Policy Advisor & Digital Director for Rep. Steny Hoyer, was invited to participate in this House Democracy Partnership technical assistance consultancy with the Congress of Colombia because of his significant experience in digital communications and legislative openness and transparency. Mr. Dwyer has also previously engaged with the Congress of Colombia during an HDP exchange in October 2016, which has since proved to be very impactful. Mr. Dwyer's professional experience, especially from the perspective of a leadership office, as well as his previous experience providing assistance on digital infrastructure with the Congress of Colombia, will provide invaluable insight to the technical consultancy.

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. NDI is responsible for arranging all logistics of the program, including scheduling meetings, and providing travel and accommodation for arrangements. USAID has provided grant funds to NDI for this purpose.

15b.

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

Tuesday, April 23:	Lunch: \$26.25 Dinner: \$42.00
Wednesday, April 24:	Breakfast: included in hotel rate Lunch: \$26.25 Dinner: \$42.00
Thursday, April 25:	Breakfast: included in hotel rate Lunch: \$26.25 Dinner: \$42.00
Friday, April 26:	Breakfast: included in hotel rate Lunch: \$26.25 Dinner: \$42.00
Saturday, April 27:	Breakfast: in flight

Lunch: in flight

2). Colombia has been selected for this HDP technical assistance consultancy as a follow-on to assistance provided by HDP in 2016 with the Congress of Colombia focused on improving digital infrastructure and technological innovation. Parliamentary transparency remains a topic of significant importance in Colombia, especially in light of the recent peace negotiations. Congressional leaders have made opening parliamentary data a priority in 2017, and new Senate leadership affirmed a resolution made under the previous Senate President to improve publication of information in open data formats. To continue advancing parliamentary transparency, a technical consultancy on best practices for user-centered design, understanding constituent priorities, and principles for objective open data will further progress the Congress of Colombia's steps towards parliamentary openness. This will include trainings on working with civil society organizations to focus on encouraging women and other marginalized groups' utilization of open data.

16. NDI selected the Hotel Embassy Suites 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 most of the meeting locations, which will help to limit travel time.

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

Airfare: \$1,216.73 (good faith estimate of flight cost per person)

Reimbursement for taxis to and from DCA airport: \$50 (good faith estimate per person)

Taxis to and from Bogota airport: \$40 (good faith estimate per person)

Bogota Transportation: NDI estimates ground transportation will total \$540 to and from meetings for three days. This includes transportation for four people (including congressional staff, DC-based and local NDI staff), therefore, the per person cost is \$135.

Other Expenses

Interpretation services will be provided. The total estimated cost of providing this service is \$2,000. NDI expects three people will use this service, *therefore the per person cost for interpretation services is \$666.67 (good faith estimate).*