



# 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: Michael Perez
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 7/15/19 Return: 7/23/19  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure City: Washington, DC Destination: Kyiv, Ukraine Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute
6. Describe Meetings and Events Attended: Attended multiple briefings and meetings with U.S. Ambassador and local parties; election observation; 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** 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: \_\_\_\_\_

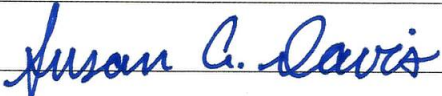
LEGISLATIVE RESOURCE CENTER  
2019 JUL 31 AM 7:06  
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler:  Date: 7/31/19

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: Susan A. Davis Date: 7/31/19

Signature of Supervising Member: 

19



**Ukraine 2019 Parliamentary Elections Observation Mission  
Schedule for Michael Perez**

Hyatt Hotel, Kyiv

<b>Time</b>	<b>Activity</b>	<b>Location</b>
	<b>July 15, Monday</b>	
<b>18:15</b>	<b>Depart Washington, D.C. (IAD) for Kyiv, Ukraine (KBP) on Lufthansa 419</b>	
	<b>July 16, Tuesday</b>	<i>Hyatt Hotel</i>
<i>13:15</i>	<i>Arrive in Kyiv, Ukraine</i>	<i>Hyatt Hotel - Ballroom</i>
<b>18:00</b>	<b>Welcome dinner for delegates</b> <i>Laura Jewett, NDI Eurasia Regional Director</i>	<i>Hyatt Hotel - Ballroom</i>
	<b>July 17, Wednesday</b>	
<b>09:00 - 9:30</b>	<b>Welcome and introductions</b> <i>Ian Woodward, Deputy Director, NDI Ukraine</i>	<i>Hyatt Hotel - London Room</i>
<b>09:30 - 11:00</b>	<b>Political briefing</b> <i>Natia Jikia, Deputy Director, NDI Ukraine</i> <i>Iaryna Odynak, Senior Program Officer, NDI Ukraine</i>	<i>Hyatt Hotel - London Room</i>
<b>11:00 - 11:30</b>	<b>Campaign Environment Briefing</b> <i>Wim Borremans, Campaign Environment Analyst</i>	<i>Hyatt Hotel - London Room</i>
<i>11:30 - 11:45</i>	<i>Coffee Break</i>	
<b>11:45 - 12:15</b>	<b>Election administration and legal framework briefing</b> <i>Rachel Eschenbacher, Election Administration Analyst</i>	<i>Hyatt Hotel - London Room</i>

12:15 - 12:45	<b>Gender and Inclusion briefing</b> <i>Michelle McGrorty, Gender and Inclusion Analyst</i>	<i>Hyatt Hotel - London Room</i>
12:45 - 1:15	<b>Information Space Briefing</b> <i>Calvin Garner, Information Environment Analyst</i>	<i>Hyatt Hotel - London Room</i>
13:30 - 14:30	<i>Lunch</i>	<i>Hyatt Hotel - Grill Asia</i>
14:30 - 15:30	<b>Briefing with OPORA on electoral environment</b> <i>Moderator: Natia Jikia</i>	<i>Hyatt Hotel - London Room</i>
15:30 - 16:00	<b>Briefing on Parallel Vote Tabulation</b> <i>Michelle Brown, NDI Elections Senior Advisor</i> <i>Julia Brothers, NDI Elections Advisor</i>	<i>Hyatt Hotel - London Room</i>
16:00 - 16:15	<i>Coffee Break</i>	
16:15 - 17:30	<b>Briefing with leading civil society organizations on electoral environment</b> <i>Moderator: Ian Woodward</i>	<i>Hyatt Hotel - London Room</i>
17:30 - 18:00	<b>Debrief - led by NDI Eurasia Regional Director, Laura Jewett</b>	<i>Hyatt Hotel - London Room</i>
<i>Evening</i>	<i>Free</i>	
<b>July 18, Thursday</b>		
10:00 - 11:00	<b>Gender and Inclusion Panel on Electoral Environment</b> <i>Moderator: Natia Jikia</i>	<i>Hyatt Hotel - London Room</i>
11:00 - 12:00	<b>Media Panel on Electoral Environment</b> <i>Moderator: Ian Woodward</i>	<i>Hyatt Hotel - London Room</i>
12:00 - 13:00	<i>Lunch with IRI Delegation</i>	<i>Hyatt Hotel - Ballroom</i>
13:00 - 13:30	<b>US Ambassador to Ukraine Welcomes Delegation</b> <i>Ambassador William Taylor, Charge D'Affaires, U.S. Embassy</i>	<i>Hyatt Hotel - Ballroom</i>
13:30 - 14:00	<b>Meeting with Political Party Servant of the People</b>	<i>Hyatt Hotel - Ballroom</i>
14:00 - 14:30	<b>Meeting with Political Party European Solidarity</b>	<i>Hyatt Hotel - Ballroom</i>

14:30 - 15:00	<i>Coffee Break</i>	
15:00 - 15:30	<b>Meeting with Political Party Holos</b>	<i>Hyatt Hotel - Ballroom</i>
15:30 - 16:00	<b>Meeting with Political Party Batkivshchyna</b>	<i>Hyatt Hotel - Ballroom</i>
16:00 - 16:30	<b>Meeting with Political Party Opposition Platform for Life</b>	<i>Hyatt Hotel - Ballroom</i>
17:00 - 18:00	<b>Debrief - led by Laura Jewett</b>	<i>Hyatt Hotel - London Room</i>
<i>Evening</i>	<i>Free</i>	
<b>July 19, Friday</b>		
<b>08:30 - 9:00</b>	<b>International election observation and code of conduct</b> <i>Natasha Rothchild, Long Term Analyst Mission Coordinator</i>	<i>Hyatt Hotel - London Room</i>
<b>9:00 - 11:00</b>	<b>Election day procedures and forms and reporting instructions</b> <i>Rachel Eschenbacher, Election Administration Analyst</i>	<i>Hyatt Hotel - London Room</i>
<b>11:00 -12:00</b>	<b>Security and logistics</b>	<i>Hyatt Hotel - London Room</i>
<b>12:00 - 13:00</b>	<b>Deployment plan and deployment kit pick up</b>	<i>Hyatt Hotel - London Room</i>
<i>13:00 - 14:00</i>	<i>Lunch</i>	<i>Hyatt Hotel - Asia Grill</i>
16:00	Airport transfer to KBP	
18:35 - 19:10	Flight from Kyiv to Dnipro on Ukraine International PS 9005. Upon arrival, drive to Zaporizhia.	
<b>July 20, Saturday</b>		
09:00 - 10:00	Breakfast (hotel)	
10:00 - 11:30	<i>Advance Election Day Route</i>	

11:30 - 12:30	<i>Meeting with the Organization for Security and Co-operation in Europe Office for Democratic Institutions and Human Rights (OSCE/ODIHR) LTAs</i>	
13:00 - 14:00	Lunch	
14:00 - 15:00	<i>Meet with Taras Chmut, local representative of Opora, local civic monitoring organization</i>	
15:00 - 16:00	<i>Meet with Filip Filipovski and Myrzagul Bulmatove, long-term observers affiliated with ENEMO international monitoring organization,</i>	
18:00 - 19:00	<i>Meet with local representatives of Committee of Voters of Ukraine, election monitoring group</i>	
19:00 - 20:30	Dinner	
	<i>Evening Free</i>	
	<b>July 21, Sunday</b>	
<i>06:30 am</i>	<i>→ Depart hotel for first polling station</i>	
<b>07:00 am - 8:30 am</b>	<b>Observe opening of polling station #1</b> <ul style="list-style-type: none"> <li>- Ensure that polling stations open on time</li> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<b>8:30 am - 9:30 am</b>	<b>Observe polling station #2</b> <ul style="list-style-type: none"> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<b>9:30 am - 10:30 am</b>	<b>Observe polling station #3</b> <ul style="list-style-type: none"> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<b>10:30 am - 11:30 am</b>	<b>Observe polling station #4</b>	

	<ul style="list-style-type: none"> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<i>11:30 am - 1:00 pm</i>	<i>Lunch</i>	<i>Lunch Near Polling Station #4</i>
<b>1:00 pm - 2:30 pm</b>	<b>Observe polling station #5</b> <ul style="list-style-type: none"> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<b>2:30 pm - 4:00 pm</b>	<b>Observe polling station #6</b> <ul style="list-style-type: none"> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<b>4:00 pm - 5:30 pm</b>	<b>Observe polling station #7</b> <ul style="list-style-type: none"> <li>- Note any voting irregularities that may arise and general observations based on earlier training with NDI staff</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<i>5:30 pm - 7:00 pm</i>	<i>Dinner</i>	<i>Dinner Near Polling Station #7</i>
<b>7:00 pm - 12:00 am</b>	<b>Observe closing of polling station #1</b> <ul style="list-style-type: none"> <li>- Observe closing procedures and general observations, noting any discrepancies with international standards</li> <li>- Report observations to NDI Kyiv office</li> </ul>	
<b>July 22, Monday</b>		
<i>6:45 - 7:50</i>	<i>Depart from Zaporizhia to Kyiv on Ukraine International PS 86</i>	
<b>10:30 - 12:00</b>	<b>Debrief with delegates/statement review</b>	<b>Hyatt - London Room</b>
<i>13:00 - 14:00</i>	<i>Lunch</i>	<i>Hyatt Hotel - Asia Grill</i>
<i>15:15</i>	<i>Depart Hyatt for Press Conference</i>	

<b>16:00 - 18:00</b>	<b>Press Conference with IRI</b>	<b>Premier Palace Hotel</b>
<i>19:00</i>	<i>Depart Hyatt Hotel for Dinner</i>	
<i>19:30 - 21:30</i>	<i>Farewell Dinner</i>	<i>Restaurant Opanas</i>
	<b>July 23, Tuesday</b>	
<b>6:50am</b>	<b>Return flight from Kyiv (KBP) to Washington DC (IAD) on Lufthansa 1493</b>	



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): Kyiv, Ukraine

3. Date of Departure: 7/15/2019 Date of Return: 7/23/2019

4. Name(s) of Traveler(s): Michael Perez

*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	\$1417	\$811	\$352	
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:  Date: 7/31/2019

Name: Kristina Jeffers Title: Program Director, Ukraine

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, Washington, DC 20001

Telephone: (202) 728-5455 Email: kjeffers@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

## 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](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: 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: USAID
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): Michael Perez was invited for his specialized knowledge and expertise of the Eurasia region and politics.
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: July 15, 2019 Date of Return: July 23, 2019
7.
  - a. City of departure: Washington, District of Columbia
  - b. Destination(s): Kyiv, Ukraine; Lviv, Ukraine
  - c. City of return: Washington, District of Columbia
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:  
NDI is conducting an international observation mission for the snap parliamentary elections in Ukraine on July 21, 2019. NDI is making all logistical and travel arrangements and covering the costs of airfare, meals and lodging. NDI works to support/safeguard democratic institutions around the world by observing electoral processes.
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): \_\_\_\_\_  
 \_\_\_\_\_  
 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
 \_\_\_\_\_
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  
 Hotel Name: Hyatt Regency City: Kyiv, Ukraine Cost Per Night: \$269  
 Reason(s) for Selecting: Central location and availability of meeting space  
 Hotel Name: Panorama Lviv Hotel City: Lviv, Ukraine Cost Per Night: \$89  
 Reason(s) for Selecting: Central location  
 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	\$1700	\$1343	\$571.24
For each Accompanying Family Member			

	<b>Other Expenses</b> (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$100	taxi
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: Katie Fox Date: 06/06/2019

Name: Katie Fox

Title: Deputy Director - Eurasia

Organization: National Democratic Institute

Address: 455 Massachusetts Avenue NW, Washington, DC 20001

Telephone: 202-728-5682

Email: katief@ndi.org

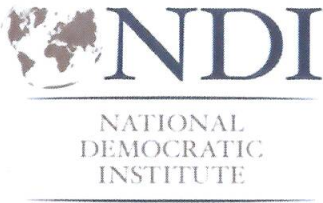
If there are any questions regarding this form, please contact the Committee at the following address:

### 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



## Draft Participant List

### NDI International Observation Mission Ukraine 2019 Parliamentary Election July 17 - 22, 2019

First Name	Last Name	Affiliation
Matt	Butler	Political consultant
Alex	Carnes	Staff member, U.S. House of Representatives
Lisa	Cohen	Staff member, U.S. House of Representatives
Dana	Diaconu	D&G consultant, trainer, political analyst
Aaron	Erlich	Assistant Professor in Department of Political Science at McGill University
Dilek	Ertukel	
Jean	Freedberg	Director of Global Partnerships, Human Rights Campaign
Laurie	Fulton	
Jay	Gertsema	Political Consultant
Arshad	Hasan	Former executive director of ProgressNow, and Democracy for America
Sam	Heins	Former US Ambassador to Norway
Laura	Jewett	NDI Senior Associate and Regional Director for Eurasia
Mirjam	Krijnen	Candidate for Dutch Senate
Marije	Laffeber	Deputy Secretary General, Party of European Socialists
Robert	Liberatore	NDI Board Member
James	O'Brien	Vice Chair of Albright Stonebridge Group (ASG)
Michael	Perez	Legislative/Communications Assistant, U.S. House of Representatives
Lesia	Radelicki	Party of European Socialists (PES Women)
Nathan	Rotman	Public Policy at Airbnb
Steve	Sestanovich	
Christine	Todd Whitman	Former Governor of New Jersey, Former EPA Administrator
Dominik	Tolksdorf	Program Director for Foreign and Security Policy at Heinrich Boell Foundation North America
Caroline	Van Dumellen	



NATIONAL  
DEMOCRATIC  
INSTITUTE

**Agenda for Michael Perez**  
**NDI Election Day Observation Mission**  
**Ukraine Parliamentary Election - July 21, 2019**  
Hyatt Hotel, Kyiv

<b>Time</b>	<b>Activity</b>
	<b>July 15, Monday</b>
<b>18:15</b>	<b>Depart Washington, D.C. (IAD) for Kyiv, Ukraine (KBP)</b>
	<b>July 16, Tuesday</b>
<i>13:15</i>	<i>Arrive in Kyiv, Ukraine</i>
<b>18:00</b>	<i>Welcome dinner for delegates</i> <i>Director and Laura Jewett, NDI Eurasia Regional Director</i>
	<b>July 17, Wednesday</b>
<b>09:00 - 9:30</b>	<b>Welcome and introductions</b> <i>Laura Jewett</i> <i>Ian Woodward, Deputy Director, NDI Ukraine</i> <i>Natia Jikia, Deputy Director, NDI Ukraine</i>
<b>09:30 - 10:30</b>	<b>Political briefing</b>
<b>10:30 - 11:00</b>	<b>Campaign environment briefing</b>
<b>11:00 - 11:30</b>	<b>Election administration and legal framework briefing</b>
<b>11:30 - 12:00</b>	<b>Gender and inclusion briefing</b>

<b>12:00 - 12:30</b>	<b>Information space briefing</b>
<i>13:00 - 14:00</i>	<i>Lunch</i>
<b>14:00 - 15:00</b>	<b>Briefing with OPORA on electoral environment</b> <i>Moderator, Natia Jikia</i>
<b>15:00 - 15:30</b>	<b>Briefing on Parallel Vote Tabulation</b> <i>Michelle Brown, NDI Elections Senior Advisor</i> <i>Julia Brother, NDI Elections Advisor</i>
<i>15:30 - 16:00</i>	<i>Coffee Break</i>
<b>16:00 - 17:30</b>	<b>Briefing with leading civil society organizations on electoral environment</b> <i>Moderator: Ian Woodward</i>
<b>17:30 - 18:00</b>	<b>Debrief - led by NDI Eurasia Regional Director, Laura Jewett</b>
<i>Evening</i>	<i>Free</i>
<b>July 18, Thursday</b>	
<b>10:00 - 10:30</b>	<b><i>Disinformation Presentation</i></b>
<b>10:30 - 12:00</b>	<b>Media Panel on Ukraine Electoral Coverage</b>
<i>12:00 - 13:00</i>	<i>Lunch</i>
<b>13:00 - 13:30</b>	<b>US Ambassador to Ukraine Welcomes Delegation</b>
<b>13:30 - 14:00</b>	<b>Meeting with Political Party (Servant of the People)</b>
<b>14:00 - 14:30</b>	<b>Meeting with Political Party (European Solidarity)</b>
<i>14:30 - 15:00</i>	<i>Coffee Break</i>
<b>15:00 - 15:30</b>	<b>Meeting with Political Party (Voice)</b>
<b>15:30 - 16:00</b>	<b>Meeting with Political Party (Opposition Bloc)</b>
<b>16:00 - 16:30</b>	<b>Meeting with Political Party (Batkivshchyna)</b>
<b>17:00 - 18:00</b>	<b>Debrief - led by Laura Jewett</b>
<i>Evening</i>	<i>Free</i>

<b>July 19, Friday</b>	
<b>8:30 - 09:00</b>	<b>International election observation and code of conduct</b>
<b>9:00 - 11:00</b>	<b>Election day procedures and forms and reporting instructions</b>
<b>11:00 -12:00</b>	<b>Security and logistics</b>
<b>12:00 - 13:00</b>	<b>Deployment plan and deployment kit pick up</b>
<i>13:00 - 14:00</i>	<i>Lunch</i>
<i>16:00</i>	Depart for Lviv via a Ukraine Airlines Flight
<b>July 20, Saturday</b>	
09:00 - 18:00	Meetings in Lviv with representatives of political parties, presidential campaign teams, civil society organizations, citizen election monitoring groups, media organizations, and election administration bodies.
<i>18:00 - 19:30</i>	<i>Dinner</i>
	<i>Evening Free</i>
<b>July 21, Sunday</b>	
<i>06:30 am</i>	<b>ELECTION DAY: Depart hotel for first polling station</b>
<b>07:00 - 8:30</b>	<b>Observe opening of polling station #1</b>
<b>8:30 - 9:30</b>	<b>Observe polling station #2</b>
<b>9:30 - 10:30</b>	<b>Observe polling station #3</b>
<b>10:30 - 11:30</b>	<b>Observe polling station #4</b>
<i>11:30 - 13:00</i>	<i>Lunch</i>

<b>13:00 - 14:30</b>	<b>Observe polling station #5</b>
<b>14:30 - 16:00</b>	<b>Observe polling station #6</b>
<b>16:00 - 17:30</b>	<b>Observe polling station #7</b>
<i>17:30 - 19:00</i>	<i>Dinner</i>
<b>19:00 - 21:00</b>	<b>Observe closing of polling station #1</b> -Closing, counting, tabulation
	<i>Evening Free</i>
<b>July 22, Monday</b>	
<i>7:30</i>	<i>Return to Kyiv from Lviv</i>
<b>10:30 - 12:00</b>	<b>Debrief with delegates/statement review</b>
<b>12:00 - 16:00</b>	<b>Preparation for the Press Conference</b>
<b>16:00 - 17:00</b>	<b>Press Conference</b>
<i>17:00 - 19:00</i>	<i>Farewell Dinner</i>
<b>July 23, Tuesday</b>	
	<i>Delegates depart</i>





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Michael Perez
2. Sponsor(s) who will be paying for the trip: National Democratic Institute
3. City and State or Foreign Country of Travel: Kyiv, Ukraine; Lviv, Ukraine
4. a. Date of Departure: July 15, 2019 Date of Return: July 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.

I am the Foreign Policy Legislative Assistant for my boss and cover issues related to international relations and security.

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

Juan C. Davis

Date

6/10/19

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. Doneso  
*Counsel to the Ranking Member*

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

July 15, 2019

Mr. Michael Perez  
Office of the Honorable Susan Davis  
1214 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Perez:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ukraine,<sup>1</sup> scheduled for July 15 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.

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<sup>1</sup> 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](mailto: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,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch  
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant  
Ranking Member

TED/KM:mso