



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: Christina Tsafoulis
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: October 1, 2019 Return: October 8, 2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Tunis, Tunisia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute & International Republican Institute, USAID
6. Describe Meetings and Events Attended: Preparation briefings and meetings for election observation mission, and election observation itself.
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 OCT 24 AM 9:23
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: 10/23/19

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: David Trone Date: 10/23/19

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: NDI and IRI with additional funding from USAID

2. Travel Destination(s): Tunis, Tunisia

3. Date of Departure: 10/1/2019 Date of Return: 10/8/2019

4. Name(s) of Traveler(s): Christina Tsafoulia

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	\$1,333.83	\$942.84	\$142.07	\$50- Election day materials
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: 10/23/2019

Name: Sander Schultz Title: Chief Financial Officer

Organization: NDI

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

Address: 455 Massachusetts Ave NW, Washington DC

Telephone: 202 728 5500 Email: sschultz@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.



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TRAVELER FORM

1. Name of Traveler: Christina Tsafoulis
2. Sponsor(s) who will be paying for the trip: National Democratic Institute, USAID, International CT
Republican Institute
3. City and State **OR** Foreign Country of Travel: Tunisia
4. a. Date of Departure: October 1, 2019 Date of Return: October 8, 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.
In my capacity as Legislative Director, I staff the Congressman on the Foreign Affairs Committee, including his work as Vice Chair of the Middle East/North Africa Subcommittee. The agenda has us receiving briefings on elections issues and acting as observers of the Tunisian parliamentary elections.

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 9/3/19



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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: 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): Christina Tsafoulis
was invited for her specialized knowledge of MENA-region foreign affairs and political process
5. Is travel being offered to an accompanying family member of the House invitee(s)? Yes No
6. Date of Departure: October 1st, 2019 Date of Return: October 8th, 2019
7. a. City of departure: Washington, District of Columbia
b. Destination(s): Tunis, Tunisia
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: _____



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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 and IRI are jointly conducting an international observation mission for the Tunisian parliamentary elections on October 6th, 2019. NDI is making all logistical and travel arrangements, and covering the cost of airfare, meals, and lodging for its observers. NDI works to support and safeguard democratic institutions by monitoring 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: Mövenpick Hotel City: Tunis, Tunisia Cost Per Night: \$125
Reason(s) for Selecting: Hotel was chosen for its secure location and availability of rooms
- 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:*



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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	\$1950	\$750	\$474
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	\$0	N/A
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: 9/3/19

Name: Lindsay Workman

Title: Senior Advisor- Middle East North Africa

Organization: National Democratic Institute

Address: 455 Massachusetts Avenue NW, Washington DC, 20001

Telephone: 202 728 5500

Email: lworkman@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 Ratchliffe, 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

September 25, 2019

Ms. Christina Tsafoulis
Office of the Honorable David J. Trone
1213 Longworth House Office Building
Washington, DC 20515

Dear Ms. Tsafoulis:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Tunisia,¹ scheduled for October 1 to 8, 2019, sponsored by National Democratic Institute and International Republican Institute.

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

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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,

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:smm



**Tunisia International Election Observation Mission
Agenda
October 1 - October 8, 2019**

Flight Information

Arrival Flight:

Air France 055 Departing Washington Dulles (IAD) Tuesday, October 01 at 6:05 PM
Connecting to *Air France 1284* Wednesday, October 02 at 9:10 AM
Arriving in Tunis, Tunisia Wednesday, October 02 at 10:40 AM

Departure Flight:

Air France 1785 Departing Tunis, Tunisia Tuesday, October 08 at 2:10 AM
Connecting to *Air France 054* Tuesday, October 08 at 1:15 PM
Arriving in Washington Dulles (IAD) Tuesday, October 08 at 3:40 PM

Wednesday, October 2, 2019 - Arrival Day

Delegates will be arriving in Tunis throughout the day and met at the airport and hotel for arrival and check-in. Dress will be casual during travel and briefings.

10:40am Arrival in Tunis, Tunisia
Air France 1284

The delegation will gather near the baggage claim area and depart the airport to the hotel via pre-arranged car service. The drive to the hotel will take approximately 30 minutes.

11:30 - 12:00pm Transport to Hotel

12:00pm Check in to the Mövenpick Hotel Gammarth Tunis
BP 36 Avenue Taieb Mhiri, La Marsa 2078

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



12:00 - 2:00pm **Break**

2:00 - 5:00pm **Historical Lecture**
Roman Ruins of Carthage

NDI & IRI Staff will provide a lecture on Tunisia's modern political history, including the Habib Bourguiba and Ben Ali eras, while on a site visit of the Roman Ruins of Carthage. This historical overview will give delegates a better understanding of Tunisian history and prepare them for later TIEOM briefings and meetings.

5:00 - 5:30pm **Transport to Hotel**

5:30 - 7:00pm **Break**

7:00 - 7:30pm **Transport to Dinner**

7:30 - 9:00pm **Welcome Dinner and Logistics Briefing**
The Cliff Restaurant – La Marsa

TIEOM staff will provide delegates with briefing materials and an overview of logistics and the schedule of the events.

Marija Babic, TIEOM Mission Director
Djordje Todorovic, IRI Senior Political Parties Advisor
Leo Spaans, NDI Resident Program Director

9:00 - 9:30pm **Transport to Hotel**

Thursday, October 3, 2019

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda. Dress will be business during scheduled activities. Unless otherwise noted, all meetings will take place in Conference Room A at the Mövenpick Gammarth.

9:00 - 10:00am **Welcome and Introduction to International Election Observation**

TIEOM staff will brief delegates on IRI and NDI's ongoing programming throughout Tunisia, history of conducting election observation missions in the country, and approach to election observation.

Marija Babic, TIEOM Mission Director
Djordje Todorovic, IRI Senior Political Parties Advisor
Leo Spaans, NDI Resident Program Director



10:00 - 11:00am Briefing on Political Context and Public Opinion Research Findings

TIEOM staff will brief delegates on the results of recent public opinion polling conducted by IRI and NDI in Tuisia and provide an overview of the political landscape and presidential candidates.

Djordje Todorovic, IRI Senior Political Parties Advisor
Leo Spaans, NDI Resident Program Director

11:00 - 12:00pm Political & Security Briefing

The U.S. Embassy Political Section will provide a political briefing, an overview of the security situation, and security recommendations for delegate deployment.

Christopher Bakken, Regional Security Officer
Heather Kalmbach, Political Unit Chief
Peter Riley, USAID/OTI Country Representative

12:00 - 1:00pm Working Lunch

Following the political briefing provided by the U.S. Embassy Political Section, delegates will have the opportunity to ask questions to the political section and IRI and NDI staff during a working lunch.

Christopher Bakken, Regional Security Officer
Heather Kalmbach, Political Unit Chief
Peter Riley, USAID/OTI Country Representative

1:00 - 2:45pm Overview of the Pre-Election Environment & Long-Term Observer Findings

Long-term observation is an essential component of IRI and NDI's election observation methodology and credible election observation in general. IRI and NDI have deployed 12 long-term observers and long-term analysts to report on the pre-election environment. LTOs and LTAs will brief delegates on their findings.

Moderator: Natasha Rothchild, LTO Coordinator

1:00 - 1:15pm - Introduction

1:15 - 2:00pm - Electoral Framework and Election Administration

2:00 - 2:45pm - Political and Electoral Participation of Women, Youth, and Persons with Disabilities (PWD)



2:45 - 3:15pm Coffee Break

3:15 - 4:00pm Overview of the Pre-Election Environment & Long-Term Observer Findings (Cont'd)

Moderator: Natasha Rothchild, LTO Coordinator

3:15 - 4:00pm - Media and Information Environment

4:00 - 5:30pm Briefing with Tunisian Domestic Election Observation Groups

Tunisian civil society has deployed tens of thousands of citizen election observers over the past eight years and spanning four electoral cycles. While most observation groups tend to act independently, six NDI-supported organizations began working collaboratively in 2018 to observe Tunisia's first-ever municipal elections under its new constitution. This collaborative group will provide the delegates with their perspective on the pre-election environment and brief the delegates on what they will be looking for while observing on Election Day.

Naceur Harrabi, Chahed Observatory

Achraf Aouadi, IWatch

Mohamed Marzouk, Mourakiboun

Nabil Labassi, Ofiya Coalition

Ahlem Nsiri, Tunisian Mediterranean Center (TU-MED)

Ahmed Allouch, Youth Without Borders (French acronym JSF)

Moderator: Nicholas Collins, NDI Resident Senior Program Manager

5:30 - 7:00pm Break

7:00 - 7:30pm Transport to Dinner

7:30 - 9:00pm Working Dinner

Au Bon Vieux Temps, La Marsa

TIEOM staff will brief the delegation on Friday's schedule of events during a working dinner. Delegates will have the opportunity to ask follow-up questions to TIEOM staff regarding the day's briefings.

Marija Babic, TIEOM Mission Director

Djordje Todorovic, IRI Senior Political Parties Advisor

Leo Spaans, NDI Resident Program Director

9:00 - 9:30pm Transport to Hotel



Friday, October 4, 2019 - Deployment Day

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda. Dress will be casual during travel and briefings.

9:00 - 10:30am Tunisian Election Law, Election Day Procedures, and Election Monitoring Methodology

TIEOM staff will brief delegates on the specific procedures, observation methodology reporting process, and international observer code of conduct that all will adhere to on Election Day. Following this briefing, delegates will sign the international election observation code of conduct.

Marija Babic, TIEOM Mission Director
Djordje Todorovic, IRI Senior Political Parties Advisor
Leo Spaans, NDI Resident Program Director

10:30 - 11:00am Election Day Reporting and Kobo Application Training

Each deployment team will be provided one Samsung smartphone to be used for reporting Election Day observations via Kobo. Kobo is a mobile application that uses cloud storage and allows TIEOM staff to instantly aggregate and analyze observation data submitted by deployment teams. During this training, delegates will learn how to use the app and practice using the reporting questionnaire.

David Shervashidze, IRI Senior Assistant Program Officer

11:00 - 11:30am Coffee Break

11:30 - 12:00pm Media Guidelines

TIEOM staff will brief delegates on media procedures and provide an overview of the communications toolkit found in the briefing book.

Dianne Zeleny, IRI VP of External Affairs & Global Engagement
Jesper Frant, NDI Senior Digital Communications Manager

12:00 - 1:00pm Working Lunch & Deployment Kit Distribution

Over lunch, TIEOM staff will distribute deployment plans and deployment kits to each delegate. Delegates will use this hour to review the details of their deployment location and agenda. TIEOM staff will be available for questions.

1:30 - 2:30pm Break (Hotel Check Out)



All delegates deploying outside of Tunis are to check out of the hotel no later than 2:30 PM.

2:30pm Transport to Deployment Locations, if applicable

Delegates will be deployed in teams of two with one driver, one TIEOM staff member, and/or interpreter.

3:30 - 5:00pm Deployment Briefing

TIEOM staff will brief the deployment team on Election Day logistics and potential observation locations.

5:30 –6:00pm Break

6:00 - 6:30pm Transport to Dinner

6:30 - 8:30pm Working Dinner

TIEOM staff and Local LTOs will brief the deployment team on Saturday's schedule of events during a working dinner. Delegates will have the opportunity to ask follow-up questions to LTOs regarding the day's briefings.

Saturday, October 5, 2019

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda. Dress will be **business** during scheduled activities. All meetings unless otherwise noted will take place in the hotel.*

9:00 - 10:00am Local Elections Preparations Briefing with ISIE Regional Branch

Tunisian Higher Election Authority (ISIE) local elections administrators will brief the deployment team on local election preparations.

10:00 - 11:00am Briefings with Local Domestic Observer Groups

Local domestic observers will provide the deployment team with their perspective on the local pre-election environment and brief the delegates on what they will be looking for while observing on Election Day.

11:00 - 12:00pm Political Discussions with Local Political Party Representatives

In addition to domestic observer groups, which provide non-partisan observation of the elections, many political parties field party poll watchers to observe polling places to ensure the polling station is not manipulating



the results of the election from a partisan perspective. The deployment team will meet with party representatives from each of the main political parties to hear their perspective on the local pre-election environment and political/campaign environment.

12:00 - 1:30pm Working Lunch

Over lunch, the deployment team will share their feedback and insights on the morning's briefings and discussions with civil society and political representatives.

1:30 - 3:00pm Political Discussions with Local Political Party Representatives (Cont'd)

In addition to domestic observer groups, which provide non-partisan observation of the elections, many political parties field party poll watchers to observe polling places to ensure the polling station is not manipulating the results of the election from a partisan perspective. The deployment team will meet with party representatives from each of the main political parties to hear their perspective on the local pre-election environment and political/campaign environment.

3:00 - 3:30pm Break

3:30 - 4:30pm Meetings with Local Civil Society Organizations

IRI civil society partners have been actively working in the pre-election period to increase registration rates and encourage civic and electoral participation. Civil society members will brief the deployment team on their efforts in the pre-election period and their expectations for voter turnout.

4:30 - 6:30pm Break

6:30 - 7:00pm Transport to Dinner

7:00 - 9:00pm Working Dinner

TIEOM staff will provide a final briefing on Election Day logistics and the deployment team will outline their observation plans for Election Day observation.

Sunday, October 6, 2019 - Election Day



Deployment teams will visit several different polling stations throughout the day, taking notes and reporting on the degree to which electoral protocols and procedures are being properly followed. Observers will be guided by international electoral standards, such as the Declaration of Principles for International Election Observation and Code of Conduct of International Election Observers and the requirements of Tunisian law and the Tunisian constitution. Specifically, they will observe:

- The adherence of electoral officials to the requirements of the electoral law and guidelines;
- The ability of individual voters to cast their vote in secrecy, without undue hardship or intimidation;
- Whether votes are counted and reported accurately;
- Any barriers to participation in the political process (e.g. discrimination based on age, ethnicity, gender, accessibility, language, or availability of translation); and
- The extent to which participants in the electoral process—voters, political party activists, domestic observers and candidates—are fully able to exercise their rights with regard to the elections.

Observers will periodically check-in with the TIEOM Command Center to report their location and observations.

All meals will be brief and considered working meals as deployment teams will use this time to strategize deployment/observation locations and report back to the TIEOM Command Center. TIEOM staff will provide delegates with marked observation vests and hats and delegates must wear their accreditation IDs at all times on Election Day. Dress will be casual/business casual.

NDI is unable to provide details on the number or the locations of polling stations each deployment team will visit prior to election day, as polling stations will be identified by the deployment teams in coordination with TIEOM staff based on real-time observations and suggestions provided in TIEOM briefings and meetings. Throughout the day, deployment teams will visit up to 24 polling stations. Each polling station visit can last anywhere from 30 minutes to one hour based on what is observed. The deployment team will be encouraged to visit multiple polling stations in each of the voting districts if time allows.

6:30 - 7:00am Transport to Pre-Selected Polling Station

7:00 - 8:00am Observation of Opening Procedures

At a pre-selected polling station, the deployment team will observe opening procedures and report back to the TIEOM Command Center.

8:00am - 6:00pm Election Day Observation

Throughout the day, deployment teams will visit up to 24 polling stations and report observations. After each polling station visit, which can last anywhere from 30 minutes to one hour, the team will report their observations using standardized forms to the TIEOM Command Center in Tunis, where the data will be aggregated. At 4:30pm, the deployment team



should notify the TIEOM Command Center of which polling station the team will observe the closing procedures.

5:45pm **Arrive at Polling Station to Observe Closing Procedures**

6:00pm - 12:00am **Observation of Closing Procedures**

At 6:00pm, final voters cast their ballots, polling stations close, and closing procedures begin. Participants will observe the vote tabulation and report their findings through the standardized reporting forms to the TIEOM Command Center.

Monday, October 7, 2019

Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda. Dress will be casual during travel and business during the scheduled press conference.

6:00am - 12:00pm **Transport to Tunis, if applicable**

9:00am - 12:00pm **Debrief**

While in transit, TIEOM staff will furnish a questionnaire and facilitate a debrief conversation with the delegates. Delegates will share their impressions and observations from Election Day, which will ultimately inform the TIEOM statement and report prepared by TIEOM staff.

12:00 - 1:00pm **Working Lunch**
Le Golfe

TIEOM staff will provide an overview of the draft TIEOM statement and discuss the schedule of events for the TIEOM Press Conference.

1:00pm **Check in to the Mövenpick Hotel Gammarth Tunis**
BP 36 Avenue Taieb Mhiri, La Marsa 2078

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

1:00 - 3:00pm **Break**

3:00 - 3:30pm **Transport to Mövenpick Lac Hotel**

4:00 - 5:00pm **TIEOM Press Conference**
Mövenpick Lac Hotel



The TIEOM leadership team and TIEOM leadership staff will present a preliminary statement and respond to questions from the press regarding the findings of the TIEOM.

5:00 - 5:30pm **Transport to Hotel**

5:30 - 7:00pm **Break**

7:00 - 7:30pm **Transport to Dinner**

7:30 - 9:00pm **Closing Dinner**
Au Bon Vieux Temps, Sidi Bou Said

Delegates and deployment teams will have the opportunity to share their impressions and observations from Election Day. This discussion will be moderated by the TIEOM Mission Director.

Marija Babic, TIEOM Mission Director

9:00 - 9:30pm **Transport to Hotel**

9:30 - 11:30pm **Break**

11:30pm - 12:00am **Transport to Airport**

Tuesday, October 8, 2019 - *Travel Day*

2:10am - 5:40am **Air France Flight 1785**

5:40am - 1:15pm **Layover at Charles De Gaulle Airport, France**

1:15pm - 3:40pm **Air France Flight 054**

3:40pm **Arrival at Washington Dulles International Airport, VA**