Employee Post-Travel Disclosure Form

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 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: Katelynn Vogt

2. a. Name of Accompanying Relative: OR None □

   b. Relationship to Traveler: Spouse □  Child □  Other (specify): □

3. a. Dates: Departure: 11/01/2019

   b. Dates at Personal Expense, if any: ____________________________ OR None □

   Return: 11/08/2019

4. Departure City: Raleigh Destination: Tallinn Return City: Raleigh

5. Sponsor(s), Who Paid for the Trip: International Republican Institute

6. Describe Meetings and Events Attended: Attended a House Democracy Partnership Study Tour on E-Governance

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: ____________________________

   ____________________________

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

Signature of Traveler: Katelynn Vogt Date: 11/21/2019

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 Price Date: 11/21/19

Signature of Supervising Member: ____________________________

Version date 12/2018 by Committee on Ethics
Sponsor Post-Travel Disclosure Form

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 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: International Republican Institute

2. Travel Destination(s): Tallinn, Estonia

3. Date of Departure: November 1, 2019  Date of Return: November 8, 2019

4. Name(s) of Traveler(s): Katelynn Vogt

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:

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$3,154.60</td>
<td>$644.46</td>
<td>$747.50</td>
<td>N/A</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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: November 21, 2019

Name: Kimber Shearer  Title: Counsel & Vice President

Organization: International Republican Institute

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

Address: 1225 I St. NW, Washington, DC 20005

Telephone: 202-572-1566  Email: kshearer@iri.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Version date 12/2018 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Katelynn Vogt

2. Sponsor(s) who will be paying for the trip: International Republican Institute (IRI)

3. City and State OR Foreign Country of Travel: Tallinn, Estonia

4. a. Date of Departure: 11/01/2019 Date of Return: 11/08/2019
   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 Communications Director to the Chairman of the House Democracy Partnership,
   Congressman David Price, I advise him on communications in relation to his work with partner parliament members and help manage his online presence, which is part of the e-governance focus of the trip.

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: [Signature] Date: 10/18/19
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: International Republican 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): Please see form attached

5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☑ No

6. Date of Departure: November 2, 2019 Date of Return: November 8, 2019

7. a. City of departure: Raleigh, NC
   b. Destination(s): Tallinn, Estonia
   c. City of return: Raleigh, NC

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:

Version date 12/2018 by 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:
   IRI has worked with partner parliaments in Europe and Eurasia on strategic initiatives related to e-Governance through the House Democracy Partnership. IRI will work with Estonia's eGovernance Academy to facilitate a consultancy on how legislation can be used to protect governments and citizen data.

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): $92 per day, which is in line with the State Department per diem allocation for Tallinn, Estonia
      2) Provide the reason for selecting the location of the event or trip: Estonia is a leader in e-Governance, with 99% of government services online and has one of the world's most sophisticated cyber security programs.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   Hotel Name: Nordic Hotel Forum City: Tallinn Cost Per Night: $146
   Reason(s) for Selecting: Under the State Dept. per diem rate
   Hotel Name: __________________________ City: __________________________ Cost Per Night: ________
   Reason(s) for Selecting: __________________________
   Hotel Name: __________________________ City: __________________________ Cost Per Night: ________
   Reason(s) for Selecting: __________________________
   Hotel Name: __________________________ City: __________________________ Cost Per Night: ________
   Reason(s) for Selecting: __________________________

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box: ☑
18. **Total Expenses for each Participant:**

<table>
<thead>
<tr>
<th></th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Amounts</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>☑ Good Faith Estimates</td>
<td>☐</td>
<td>☑</td>
<td>☐</td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$1500</td>
<td>$730</td>
<td>$747.50</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$300</td>
<td>Ground transportation</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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: [Signature]

Date: October 1, 2019

Name: Kimber Shearer

Title: Vice President for Strategy and Development

Organization: International Republican Institute

Address: 1225 I St. NW, Washington, DC 20005

Telephone: +1 (202) 572-1566

Email: kshearer@iri.org

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

**Committee on Ethics**

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103  General Fax: 202-225-7392

Version date 12/2018 by Committee on Ethics
October 24, 2019

Ms. Katelynn Vogt
Office of the Honorable David Price
2108 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Vogt:

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

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

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

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,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:smm
**Katelynn Vogt** – Communications Director for HDP Chairman David Price. Ms. Vogt has relevant experience with the topic of program.

**Derek Luyten** – Executive Director for HDP. He will serve as an HDP spokesman on this trip.

*Please note that IRI will also be inviting one more Congressional staffer who has not yet been confirmed.*
Regional Study Tour
Engaging Citizens in Building a Secure e-Society

Agenda
Tallinn, Estonia
November 3 - 7, 2019
Travel Information

It is strongly encouraged that participants arrive at their airport of origin at least three hours prior to the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is fully reimbursable by HDP. All flight departure and arrival times listed are local. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Maggie Stewart of any delays or changes in flight plan.

IRI Control Officers:
Scott Nemeth, Legislative Strengthening Specialist, IRI: +1 (202) 322-5845
Amanda Zink, Program Associate, IRI

Should you have any delays or problems with your flight or connection, please contact Key Travel and Scott Nemeth.

Hotel Information:
Nordic Hotel Forum
Viru Väljak 3
10111 Tallinn, Estonia
Phone: +372 622 2900

Important Numbers:
Matt Adams, IRI Security Advisor: +1 (202) 213 2507
Key Travel: + 1 (646) 218-2100
Key Travel After Hours: + 1 (888) 339-1502
SUNDAY, November 3, 2019

Dress will be casual during travel and scheduled activities.

*Times are subject to flight arrival times*

Arrive at Airport
Tallinn Airport

IRI and eGA staff will greet you at the airport. Please be on the lookout for a sign that says “EGA”.

Transport to Nordic Hotel Forum

Staff will assist with the check-in process. Should you have any problems during airport pick-up, transport to the hotel or check-in please contact Maggie Stewart or Scott Nemeth.

Check In

Staff members will provide assistance during check-in and provide materials to delegates. Please have available your credit card for incidental expenses.

Executive Time

3:00 – 5:00pm
Guided City Bus Tour
Meet in Lobby

This guided tour of Tallinn’s sites and monuments has been arranged for participants arriving before the afternoon. The guide will discuss the history of Tallinn, give background on the society and culture, and discuss how Estonia became a global leader for e-governance. The tour will also serve as an opportunity for the delegations to interact and have informal conversation while exploring Tallinn. Please note that the tour will include some walking.

5:00pm
Rest of Evening Free

Delegates are encouraged to explore Tallinn on their own. Though there is no formal programming, IRI staff will be on call in case you need assistance.

MONDAY, November 4, 2019

Breakfast will be served at the delegates’ leisure at the hotel before official programming begins.
**Dress will be business during scheduled activities.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30am</td>
<td>Gather in Hotel Conference Center</td>
</tr>
</tbody>
</table>
| 9:30 – 10:15am | **Official Opening**  
               | Hotel Conference Center                                               |
|            | This will be the official opening of the program, which will provide an opportunity for IRI, HDP, and eGA to welcome the delegations to Tallinn, Estonia and provide an overview of the program. |
|            | **Katelynn Vogt**, Communications Director, Rep. David Price (D-NC)  |
|            | **Tom Moran**, Deputy Chief of Staff and Communications Director, Rep. Carol Miller (R-WV) |
|            | **Brian Roraff**, Chargé d’Affaires, U.S. Embassy Tallinn             |
|            | **Patrick Quirk**, Senior Director for the Center for Global Impact, IRI |
|            | **Hannes Astok**, Deputy Director, eGA                                |
| 10:15 – 10:30am | **Coffee Break**                                                      |
| 10:30 – 12:00pm | **Estonia’s Transformation Story**                                    |
|            | This panel will serve as an introduction to the Estonian political and parliamentary system and the role of civil society in the transformation process and e-participation in decision making. The session will also discuss how e-governance is a tool for transparency and accountability in Estonia. |
|            | **Liia Hänni**, Senior Expert, EGAs                                   |
| 12:00 – 1:00pm | **Lunch at Hotel**                                                      |
|            | **MONACO**                                                            |
| 1:00 – 2:00pm | **Estonia’s Approach to Cybersecurity**                                |
|            | In Estonia, the Ministry of Economic Affairs and Communications is responsible for national cybersecurity policy, strategy and coordination. The lecture will give an overview to how cybersecurity is arranged in Estonia. |
|            | **Raul Rikk**, National Cyber Security Policy Director, Ministry of Economic Affairs and Communications |
| 2:00 – 2:15pm | **Coffee Break**                                                      |
| 2:15 – 3:15pm | **Interoperability Framework and ICT Coordination in the Public Sector and Integration of Government Electronic Information Systems** |

4
This will provide an overview of e-government planning and development, like the tasks and critical decisions that must be made before you can start building concrete e-government blocks.

**Arvo Ott**, Executive Director and Chairman of the Board, EGA

**3:00 – 3:30pm**  
Transfer to Ülemiste Innovation City

**3:30 – 5:00pm**  
Overview of the Estonian e-Government Development  
e-Estonia Briefing Center

In this short introduction, the modern Estonian lifestyle is presented to the participants – how the life goes on in a digital country and society.

**5:00 – 5:30pm**  
Transfer to Hotel

**5:30 – 6:30pm**  
Executive Time

**6:30 – 7:00pm**  
Transfer to Dinner

**7:00 – 9:00pm**  
Welcome Dinner  
*Estonian Open-Air Museum*

The delegations will join IRI and eGA staff for a welcome dinner. The dinner will feature remarks from the head of each delegation, as well as the deputy director of eGA and IRI’s Senior Director for the Center for Global Impact. The dinner will allow delegates to meet each other as well as kick-off the seminar.

**TBD, Armenia**  
**TBD, Georgia**  
**TBD, North Macedonia**  
**TBD, Ukraine**  
**Hannes Astok**, Deputy Director, eGA  
**Patrick Quirk**, Senior Director for the Center for Global Impact, IRI

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**TUESDAY, November 5, 2019**

*Breakfast will be served at the delegates’ leisure at the hotel before official programming begins.***

*Dress will be business during scheduled activities.*

**9:00am**  
Gather in Hotel Conference Center

**9:00 – 11:00am**  
Country Presentations
Each delegation will have 15 minutes to provide an interactive presentation to share challenges and successes of their countries e-governance platforms. The presentations should include time for questions and suggestions from other delegations.

TBD, Armenia
TBD, Georgia
TBD, North Macedonia
TBD, Ukraine

11:00 – 11:15am  Coffee Break

11:15 – 12:45pm  Regulatory Framework in e-Society, Citizens’ Rights in the Information Society and Data Protection

In digital societies, secure data handling is critical. During the session, we will discuss the regulatory aspects in building e-government, how to categorize public and sensitive data and what criteria is used to secure data.

Katrin Nyman-Metcalf, Professor of Law and Technology, Tallinn University of Technology

12:45 – 2:00pm  Lunch at Hotel
MONACO

2:00 – 3:15pm  Legal Framework for Digital Society
During the session, we will discuss the regulatory aspects in building e-government and advancing citizens’ rights in digital society.

Liia Hänni, Senior Expert, EGA

3:15 – 3:30pm  Coffee Break

3:30 – 5:00pm  Estonia and e-Health

e-Health is a nationwide system that integrates data from Estonia’s different healthcare providers to create a common health record for each patient.

Mr. Peeter Ross, Health Expert

5:00pm  Rest of Evening Free

Delegates are encouraged to explore Tallinn on their own. Though there is no formal programming, IRI staff will be on call in case you need assistance.

WEDNESDAY, November 6, 2019
Breakfast will be served at the delegates’ leisure at the hotel before official programming begins.

Dress will be business during scheduled activities.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am</td>
<td>Gather in Hotel Lobby</td>
</tr>
<tr>
<td>9:00 – 9:30am</td>
<td><strong>Transfer to State Chancellery</strong>&lt;br&gt;<em>Please bring your passports for security</em></td>
</tr>
<tr>
<td>9:30 – 10:45am</td>
<td><strong>e-Cabinet: The Estonian Government’s Approach to Transparency and Accountability</strong>&lt;br&gt;Since 2000, Estonia has had paperless cabinet meetings, where Executive decision-making is done.&lt;br&gt;&lt;br&gt;<strong>Marika Seppius, Deputy Head of Government Secretariat, Government Office</strong></td>
</tr>
<tr>
<td>10:45 – 11:00am</td>
<td><strong>Transfer to Estonian Parliament</strong>&lt;br&gt;<em>Please bring your passports for security</em></td>
</tr>
<tr>
<td>11:00 – 1:00pm</td>
<td><strong>Meetings with Estonian MPs</strong>&lt;br&gt;This site visit will give participants an overview of providing accountability and transparency for the Estonian parliament. There will also be an introduction to e-parliament solutions.</td>
</tr>
<tr>
<td>1:00 – 2:30pm</td>
<td><strong>Lunch</strong>&lt;br&gt;<em>Restaurant Weis</em></td>
</tr>
<tr>
<td>2:30 – 3:00pm</td>
<td><strong>Transfer to Tallinn University of Technology and Innovation Business Center</strong></td>
</tr>
<tr>
<td>3:00 – 4:00pm</td>
<td><strong>Field Visit to Innovation Center Mektory (TalTech University)</strong>&lt;br&gt;The visit will focus on international cooperation in innovation and how to include youth in e-governance.&lt;br&gt;&lt;br&gt;<strong>Including Coffee Break</strong></td>
</tr>
<tr>
<td>4:00 – 5:00pm</td>
<td><strong>Public Private Partnership Models in e-Government development and citizen engagement</strong>&lt;br&gt;&lt;br&gt;<strong>Linnar Viik, Senior Expert, Program Director of Smart Government, EGA</strong></td>
</tr>
<tr>
<td>5:00 – 5:30pm</td>
<td><strong>Transport to Hotel</strong></td>
</tr>
<tr>
<td>5:30 – 6:30pm</td>
<td><strong>Executive Time</strong></td>
</tr>
</tbody>
</table>
6:30 – 7:00pm | Transport to Dinner

7:00 – 9:00pm | Closing Dinner
*Tallinn TV Tower*

The closing dinner will give one person from each delegation the opportunity to
give final remarks, followed by closing comments from HDP and eGA.

*TBD, Armenia*
*TBD, Georgia*
*TBD, North Macedonia*
*TBD, Ukraine*
*Katelynn Vogt, Communications Director, Rep. David Price (D-NC)*
*Tom Moran, Deputy Chief of Staff and Communications Director, Rep. Carol Miller (R-WV)*
*John DiPirro, Resident Program Director, IRI*
*Hannes Astok, Deputy Director, eGA*
*Moderator: Scott Nemeth, Legislative Strengthening Specialist, IRI*

9:00 – 9:30pm | Transport to Hotel

9:30pm | Rest of Evening Free

Delegates are encouraged to explore Tallinn on their own. Though there is no
formal programming, IRI staff will be on call in case you need assistance.

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**THURSDAY, November 7, 2019**

*Breakfast will be served at the delegates’ leisure at the hotel before official programming begins.*

*Dress will be business during scheduled activities.*

9:00am | Gather in Hotel Conference Center

9:00 – 10:30am | Tasks of the State Information System Authority

We will discuss critical infrastructure protection, incident and crisis
management, daily cooperation and knowledge shared to citizens.

*Margus Arm, Senior Official, State Information System Authority*

10:30 – 11:00am | Transfer to Telliskivi Creative City

11:00 – 12:30pm | Government and Civil Society Partnership in Building a Sustainable Democratic
Future
Ummo Kübar, Civil Society Advisor to the President

12:30 – 2:00pm  
**Lunch**  
*Fotografiska*

2:00 – 2:30pm  
**Transfer to Hotel**  
*Please go to the Hotel Conference Center*

2:30 – 3:30pm  
**Reading Data and Understanding the Future**  
This panel will focus on how to handle data for the well-being of citizens and how it affects decision-making.

Mart Mägi, Director, Statistics Estonia

3:30 – 3:45pm  
**Coffee Break**

3:45 – 4:45pm  
**Areas and Challenges for Countries to Implement Transparent and Accountable e-Governance**  
In this session, delegates will reflect on the new knowledge and experiences gained during the seminar and will discuss what models, reforms, and tools could be implemented in their respective countries.

4:45 – 5:30pm  
**Certificate Ceremony**  
Each delegate will receive a certificate from HDP that shows they participated in the seminar and have an opportunity for a photo with the principal delegates.

5:30pm  
**Rest of Evening Free**  
If you depart Tallinn this evening, you will have arranged transportation from the hotel to the airport. Otherwise, delegates are encouraged to explore Tallinn on their own. Though there is no formal programming, IRI staff will be on call in case you need assistance.

**FRIDAY, November 8, 2019**

*Breakfast will be served at the delegates’ leisure at the hotel before official programming begins.*

*Dress will be casual during departure and travel.*

*Times are subject to flight departure times*

*Please note that lunch will be provided for delegates with later flight*
Check Out from Hotel

IRI staff will assist with hotel checkout process.

Transfer to Tallinn Airport

Depart Tallinn

*eGA leaves the right to make changes in the programme, but not changing the value of the content