



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: Evan Hollander
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None ☒  
 b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: January 18, 2020 Return: January 24, 2020  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None ☒
4. Departure City: Washington Destination: Liberia Return City: Washington
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute
6. Describe Meetings and Events Attended: NDI, USAID, civil society org., Speaker, Deputy Speaker, Clerk & Members of the Legislature
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  
2020 FEB -4 PM 3:07  
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: Evan Hollander Date: 2/4/2020

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: Aita M. Lowey Date: 2/4/20

Signature of Supervising Member: Aita M. Lowey





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): Monrovia, Liberia

3. Date of Departure: January 18, 2020 Date of Return: January 24, 2020

4. Name(s) of Traveler(s): Evan Hollander

*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	\$1,740.42	\$680.00	\$231.99	\$523.32 (see addendum for dollar amount per item and description)
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: Sharib Bryan Date: 2/3/20

Name: Sharib Bryan Title: Vice President

Organization: National Democratic Institute

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

Address: 455 Massachusetts Avenue NW, 8th Floor

Telephone: 202-728-5500 Email: SHARIB@NDI.ORG

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

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





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Evan Hollander
2. Sponsor(s) who will be paying for the trip: National Democratic Institute
3. City and State **OR** Foreign Country of Travel: Monrovia, Liberia
4. a. Date of Departure: January 18, 2020 Date of Return: January 24, 2020  
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 for the House Appropriations Committee, I will be able to help advise  
the foreign partners on how to establish and maintain strong communications strategy and messaging  
operations.
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

*Alta M. Jennings*

Date

12/20/19





U.S. House of Representatives

# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website ([ethics.house.gov](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: \_\_\_\_\_
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): Evan Hollander, Communications Director, House Appropriations Committee; Sarah Trister, Deputy Chief of Staff, Rep. Cicilline (please see addendum)
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: January 18, 2020 Date of Return: January 24, 2020
7. a. City of departure: Washington, DC  
b. Destination(s): Monrovia, Liberia  
c. City of return: Washington, DC
8. **Check only one.** I represent that:
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ **OR**
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ **OR**
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. **Check only one of the following:**
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ **OR**
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_





U.S. House of Representatives

# COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:* ☒
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☒ **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
- Please see addendum
- 
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☒ Other ☐ (specify: \_\_\_\_\_)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
- 
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☒
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): please see addendum
- 2) Provide the reason for selecting the location of the event or trip: please see addendum
- 
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: The Royal Grand Hotel City: Monrovia, Liberia Cost Per Night: \$170
- Reason(s) for Selecting: please see addendum
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_
- Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_
- Reason(s) for Selecting: \_\_\_\_\_
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒



U.S. House of Representatives

# COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	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	\$2212.15	\$680	\$305
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$235 \$27	\$235 (fees for Liberian visa) \$27 (venue rental fees)
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: [Signature] Date: 1/6/2010

Name: Samuel Seftin

Title: Chief Financial Officer

Organization: National Democratic Institute

Address: 455 Massachusetts Avenue NW, 8th Floor

Telephone: 202-728-5500

Email: \_\_\_\_\_

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

**Committee on Ethics**

U.S. House of Representatives

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

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



Theodore E. Deutch, Florida  
*Chairman*  
Kenny Marchant, Texas  
*Ranking Member*

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

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



ONE HUNDRED SIXTEENTH CONGRESS

**U.S. House of Representatives**  
COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

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

January 16, 2020

Mr. Evan Hollander  
Committee on Appropriations  
H-218, The Capitol  
Washington, DC 20515

Dear Mr. Hollander:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Liberia,<sup>1</sup> scheduled for January 18 to 24, 2020, sponsored by National Democratic Institute.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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.

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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>.

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, subject to change] tendered as a souvenir or mark of courtesy” by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

Sincerely,

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

Theodore E. Deutch  
Chairman

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

Kenny Marchant  
Ranking Member

TED/KM:jm



5. Total other expenses (dollar amount per item and description): **\$523.32**

- Water for meetings: **\$1.25**
- Credit card transaction fee: **\$5.09**
- Miscellaneous services - laundry and refreshments for meetings: **\$56.00**
- Airport Lounge Access in Accra, Ghana: **\$25.00**
- Prescription for malaria medication: **\$30.98**
- Yellow fever and typhoid vaccines at Traveler's Medical Service - **\$405**

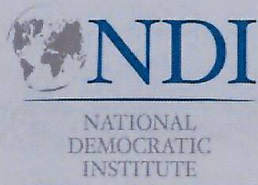


**House Democracy Partnership  
Technical Assistance Consultancy**

# **Liberia Political Party Caucuses Legislative Agenda Development**

*Monrovia, Liberia*

*January 20 - 23, 2020*



**USAID**  
FROM THE AMERICAN PEOPLE





## **Program Summary**

Party caucus agenda-setting is a critical mechanism to ensuring citizen priorities are fulfilled through the legislative process. It is especially essential that members within a legislature have direction from party leadership to ensure caucus cohesion in legislative approach and decision-making. Liberia's bicameral legislature has been a partner of the House Democracy Partnership (HDP) since 2006. To complement ongoing NDI programming with the Liberian legislature on party caucus agenda-setting and cohesion, the Institute will organize an HDP technical assistance consultancy welcoming U.S. congressional staff to Monrovia, Liberia to work with party leaders on the development of processes and strategies for party caucus legislative agenda-setting, development, and communications. Over the course of four days, U.S. congressional staff will meet with key actors in the Liberian Legislature, including the Speaker and Deputy Speaker and key party caucus leadership and officials, and provide in-depth guidance, consultations, and support to party caucus leaders through targeted peer-to-peer dialogue.

**Saturday, January 18, 2020**

**5:40 pm**                      **Depart Washington Dulles Airport**  
JetBlue Airways 5223

**Sunday, January 19, 2020**

**2:00 pm**                      **Arrive in Monrovia, Liberia**  
Kenya Airways 502

**Monday, January 20, 2020**

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

- 
- |                   |  |
|-------------------|--|
| <b>10:00 am –</b> | <b>Briefing with NDI staff, Mr. Artan Alijaj, NDI Resident Director, and Thomas Du, Program Director for Political Parties programming</b>   |
| <b>12:30 pm</b>   | NDI Director and program staff will give an overview of the Liberian legislature’s relationship with HDP, in addition to ongoing programming in-country. Alijaj and Du will also brief the consultants on social, political, and economic developments in Liberia. Consultants gained opportunity to make firm plan and finalize presentation slides for Wed-Thurs. trainings. |
|                   | <i>Location: NDI Office</i>  |
- 
- |                            |                             |
|----------------------------|-----------------------------|
| <b>12:30 –<br/>1:00 pm</b> | Travel to Royal Grand Hotel |
|----------------------------|-----------------------------|
- 
- |                            |                                 |
|----------------------------|---------------------------------|
| <b>1:00 –<br/>01:45 pm</b> | <b>Lunch</b>                    |
|                            | <i>Location: The Royal Cafe</i> |
- 
- |                            |                                |
|----------------------------|--------------------------------|
| <b>1:45 --<br/>2:15 pm</b> | Travel to Liberian Legislature |
|----------------------------|--------------------------------|
- 
- |                             |   |
|-----------------------------|---|
| <b>02:15 –<br/>03:15 pm</b> | <b>Meeting with the Speaker of the House Rep. Bhofal Chambers</b><br>Participants will be welcomed to Liberia by Speaker Bhofal Chambers, and engage in a discussion on the needs of the legislature, in addition to its 2020 legislative priorities. The Speaker will also discuss current party caucus agenda-setting and communications, and outline challenges. Speaker Chambers is serving his third term as the representative of Maryland County’s District #2. He was elected Speaker following the |
|-----------------------------|---|



2017 legislative elections, and is a member of the Coalition for Democratic Change (CDC).

*Location: Capitol Hill*

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**3:00 –  
4:00 pm**

**Meeting with the Deputy Speaker, Prince Moyer**

Participants will meet with Deputy Speaker Prince Moyer, and engage in a discussion on the needs of the legislature, in addition to its 2020 legislative priorities. The Deputy Speaker will also discuss current party caucus agenda-setting and communications, and outline challenges. Deputy Speaker Chambers has been serving in the House of Representatives since 2012 and represents Bong County's District #2. He is a member of the Unity Party (UP).

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**4:00 –  
5:00 pm**

**Meeting with the Chief Clerk Mildred N. Sayon**

The Chief Clerk will provide an overview of the administration processes of the Liberian House of Representatives. This meeting will allow consultants to understand the rules and procedures of the House.

*Location: Capitol Hill*

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**5:00 --  
5:30 pm**

**Debrief with NDI staff**

Participants debriefed with NDI local staff outlining observations from meetings of the day.

**Tuesday, January 21, 2020**

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

**08:30 am –  
09:00 am**

Travel to NDI Office

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**9:30 –  
10:30 am**

**Meeting with Joseph Cheayan, Senior Program Associate and Head of Legislative Governance Program, and William Sandi Kamara,**

**Project Assistant, of the Institute for Research and Democratic Development (IREDD)**

IREDD is a research and policy advocacy organization that works with grassroots organizations and partners at the local and sub-national level. IREDD has worked closely with NDI, USAID, and the National Endowment Democracy to build the capacities of local communities to hold the government accountable and ensure citizen voices are heard. This meeting will provide HDP consultants an opportunity to learn about IREDD's work monitoring the Liberian legislature.

*Location: NDI office*

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**10:30 –  
11:00 am**

Travel to Capitol Hill

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**11:00 –  
12:00 pm**

**Meeting with UP Caucus Chair, Rep. Hanson Kiazolu**

The UP was founded in 1984. Following the first post-war democratic elections in 2005, the UP held the presidency (Pres. Ellen Johnson-Sirleaf) and the largest number of members in both the House of Representatives and the Senate. During the 2017 legislative elections, the UP's candidate, former Vice-President Joseph Boakai, lost to the CDC's Candidate George Weah. The UP also lost seats in the House; they currently hold 19 seats. The UP party is part of a coordination pact between prominent opposition parties. While the UP formerly had a caucus, it was largely ineffective. Since mid-2018, members have worked to restructure and revive the caucus. This meeting will provide the HDP consultants an opportunity to learn more about the UP's political party structure, the party's agenda priorities, and goals for the party caucus workshop.

*Location: Capitol Hill*

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**12:00 –  
1:00 pm**

**Meeting with CDC Caucus Chairman, Rep. Alex Grant**

The Coalition for Democratic Change (CDC) was founded in 2017 as a political alliance to contest the 2017 general presidential elections, bringing together the Congress for Democratic Change (CDC), the National Patriotic Party (NPP), and the Liberia People's Democratic Party (LPDP). In 2017, the CDC's flagbearer, George Weah, won the presidency, and the party won the largest number of seats in the House of Representatives. They currently hold 21 seats. The highest decision-making body of the Coalition is the Governing Council, supported by the executive committees of the three parties. On October



27, 2018, President George Weah launched the Pro-poor Agenda for Prosperity and Development (PAPD). This agenda aims to build a cohesive Liberian society through economic diversification and private-sector growth. The CDC formed its legislative caucus in May 2019. This meeting will provide HDP consultants an opportunity to learn more about the CDC's political party structure, the party's agenda priorities, and goals for the party caucus workshop.

*Location: Capitol Hill*

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**1:00 –**  
**1:30 pm**                      Travel to Lunch

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**1:30 –**  
**2:00 pm**                      **Working Lunch**  
Participants counseled with NDI local staff to regroup following meetings with the caucus chairs. Reaffirmed goals and plan for training.  
*Location: Royal Grand*

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**2:00 –**  
**3:30 pm**  
**(LIS)**                      **McCarthy Weh, Director of the Legislative Information Service**  
  
LIS provides professional research and support services to both chambers of the Liberian legislature. This meeting will provide HDP consultants an opportunity to learn about LIS's support responsibilities.  
  
*Location: LIS (Capitol Hill)*

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**3:30 –**  
**4:00 pm**                      Travel to the NDI office

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**4:00 –**  
**5:00 pm**                      **Meeting with Ms. April O'Neill and Ms. Louise J. Fahnbulleh, USAID:**  
USAID will provide a briefing on the political context of Liberia and outline some challenges to institutional reform. They will also provide an overview of the U.S. government's work with the Liberian government.

*Location: NDI office*

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**Wednesday, January 22, 2020**

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

**09:30 –  
10:00 am**                      Travel to Capitol Hill

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**10:00 am –  
01:30 pm**                      **Workshop session with the UP Caucus (20+ members)**  
At this workshop, HDP consultants will provide guidance and share experiences on:

- the role and organization of party caucuses;
- working as a party caucus when formulating a legislative agenda that is in alignment with the priorities of the party platform;
- how members can communicate and interact within their party to achieve consensus, bring their ideas, and work at the forefront to ensure the party vision aligns with constituents' demands and legislative they plan to bring on the floor;
- how to incorporate constituents' demands and campaign promises into the party agenda; and
- working with other political parties on the non-partisan basis to advance policies.

*Location: Capitol Hill*

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**01:30 –  
02:00 pm**                      **Working Lunch**  
Participants liaised with members of the UP party caucus during their lunch to go over goals and feedback from the training.

*Location: The Royal Cafe*

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**02:00 –  
05:00 pm**                      **Workshop session with the CDC Caucus (25+ members)**  
At this workshop, HDP consultants will provide guidance and share experiences on:



- the role and organization of party caucuses;
- working as a party caucus when formulating a legislative agenda that is in alignment with the priorities of the party platform;
- how members can communicate and interact within their party to achieve consensus, bring their ideas, and work at the forefront to ensure the party vision aligns with constituents' demands and legislation they plan to bring on the floor;
- how to incorporate constituents' demands and campaign promises into the party agenda; and
- working with other political parties on a non-partisan basis to advance policies.

*Location: Capitol Hill*

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**Thursday, January 23, 2020**

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

**09:30 –  
10:00 am**                      Travel to Capitol Hill

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**10:00 am –  
12:00 pm**                      **Workshop session with the ANC Caucus (5+ members)**  
At this workshop, HDP consultants will provide guidance and share experiences on:

- the role and organization of party caucuses;
- working as a party caucus when formulating a legislative agenda that is in alignment with the priorities of the party platform;
- how members can communicate and interact within their party to achieve consensus, bring their ideas, and work at the forefront to ensure the party vision aligns with constituents' demands and the legislation they plan to bring on the floor;
- how to incorporate constituents' demands and campaign promises into the party agenda; and
- working with other political parties on the non-partisan basis to advance policies.

*Location: Capitol Hill*

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<b>12:00 – 12:30 pm</b>	<b>Travel back to hotel</b>
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<b>12:30 – 1:00 pm</b>	<b>Lunch</b>
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*Location: The Royal Cafe*

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<b>1:30 pm</b>	<b>Depart for Airport</b>
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<b>05:50 pm</b>	<b>Depart Monrovia</b> Kenya Airways 505
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**Friday, January 24, 2020**

<b>06:00 am</b>	<b>Arrive in Washington, D.C.</b> JetBlue Airways 5224
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**4. Evan Hollander,** Communications Director for the House Appropriations Committee, has been invited to travel to Monrovia, Liberia, for a technical assistance consultancy (TAC) on Political Party Caucus Agenda Development. As Communications Director for the majority office, he serves as lead spokesman for the committee and its Chairwoman, Nita M. Lowey, and manages communications strategy and message development for the committee. Prior to this role, Mr. Hollander worked as Communications Director and Policy Advisor to Representative Betty McCollum. These experiences will allow him to speak to coordinating communications for the majority office across subcommittees and the full committee to perpetuate party caucus priorities in the House. He will also be able to speak to connecting party caucus priorities with members across the chamber, and support effective messaging to constituents.

**Sarah Trister**, Deputy Chief of Staff for Congressman David N. Cicilline, has been invited to travel to Monrovia, Liberia, for a technical assistance consultancy (TAC) on Political Party Caucus Agenda Development. Ms. Trister has extensive experience working for the U.S. House Democratic leadership on a variety of policy issues including human rights, LGBT rights, and democracy promotion. Ms. Trister's experience as a senior staffer for a U.S. House Democratic leadership office will allow her to speak expertly on the process for legislative agenda-setting, strategy, and communications at the party caucus level.

**12. The House Democracy Partnership (HDP)** is a bipartisan, twenty-member commission of the U.S. House of Representatives that works directly with more than 20 countries from around the world to support the development of effective, independent, and responsive legislative institutions. **The National Democratic Institute (NDI)** facilitates programming on behalf of HDP, which complements NDI's legislative strengthening work with parliaments worldwide, including the Legislature of Liberia. NDI has been funded by the **U.S. Agency for International Development (USAID)** to support initiatives undertaken to enhance the integrity of partner legislatures through technical consultancies. NDI is responsible for arranging all logistics of the program, including scheduling meetings, providing travel and accommodation arrangements, and defining the assessment methodology. USAID has provided grant funds to NDI for this purpose.

**15b.**

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

**Saturday, January 18**      Dinner: \$0 (in flight)

**Sunday, January 19**      Breakfast: \$0 (in flight)  
                                  Lunch: \$23  
                                  Dinner: \$38

**Monday, January 20**      Breakfast: \$0 (included in hotel rate)  
Lunch: \$23  
Dinner: \$38

**Tuesday, January 21**      Breakfast: \$0 (included in hotel rate)  
Lunch: \$23  
Dinner: \$38

**Wednesday, January 22**      Breakfast: \$0 (included in hotel rate)  
Lunch: \$23  
Dinner: \$38

**Thursday, January 23**      Breakfast: \$0 (included in hotel rate)  
Lunch: \$23  
Dinner: \$38

**Friday, January 24**      Breakfast: \$0 (in flight)

**2) Liberia** has been a partner country of the House Democracy Partnership (HDP) since 2006. Through HDP, members of parliament and parliamentary staff from Liberia have visited the United States on peer-to-peer exchanges intended to bolster parliaments' legislative research capabilities, citizen engagement, and committee operations. This technical assistance consultancy (TAC) will share best practices for the process of developing legislative agendas, strategy, communications, and citizen engagement at the party caucus level. Monrovia is the capital and the seat of the Legislature.

**16.** NDI selected the Royal Grand Hotel in Monrovia based on 1) its central location and close proximity to Capitol Hill, which will make it easy to get to many meeting sites, 2) its location in a secure neighborhood in the city, ensuring the safety of travelers, and 3) its price, which is reasonable for the level of accommodation it provides compared to hotels of the same caliber in the city.

**18.**

**Breakdown of transportation costs:**



**Airfare:** \$2062.15

**Reimbursement for taxis to and from airport:** \$150 (estimate)

**Breakdown of lodging costs:** Nightly rate at the Royal Grand Hotel is \$170. The total for four nights is \$680.

**Breakdown of Other Costs:**

\$235 Fees for Liberian Visa (\$160 for Visa + \$75 to expedite processing)

\$27 Venue Rental fees (estimate)

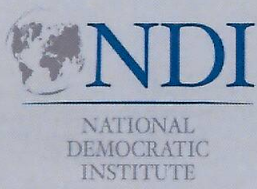


## House Democracy Partnership Technical Assistance Consultancy

# Liberia Political Party Caucuses Legislative Agenda Development

*Monrovia, Liberia*

*January 20 - 23, 2020*



**USAID**  
FROM THE AMERICAN PEOPLE





## Program Summary

Party caucus agenda-setting is a critical mechanism to ensuring citizen priorities are fulfilled through the legislative process. It is especially essential that members within a legislature have direction from party leadership to ensure caucus cohesion in legislative approach and decision-making. Liberia's bicameral legislature has been a partner of the House Democracy Partnership (HDP) since 2006. To complement ongoing NDI programming with the Liberian legislature on party caucus agenda-setting and cohesion, the Institute will organize an HDP technical assistance consultancy welcoming U.S. congressional staff to Monrovia, Liberia to work with party leaders on the development of processes and strategies for party caucus legislative agenda-setting, development, and communications. Over the course of four days, U.S. congressional staff will meet with key actors in the Liberian Legislature, including the Speaker and Deputy Speaker and key party caucus leadership and officials, and provide in-depth guidance, consultations, and support to party caucus leaders through targeted peer-to-peer dialogue.

**Saturday, January 18, 2020**

**5:40 pm**                      **Depart Washington Dulles Airport**  
JetBlue Airways 5223

**Sunday, January 19, 2020**

**2:00 pm**                      **Arrive in Monrovia, Liberia**  
Kenya Airways 502

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## Monday, January 20, 2020

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

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- 10:00 – 11:15 am**      **Working breakfast with Mr. Artan Alijaj, NDI Resident Director**  
NDI Director will give an overview of the Liberian legislature's relationship with HDP, in addition to ongoing programming in-country. Alijaj will also brief the consultants on social, political, and economic developments in Liberia. Full time devoted to the working breakfast.
- Location: The Royal Grand Hotel*
- 
- 11:15 – 11:45 am**      Travel to the US Embassy
- 
- 11:45 am – 12:45 pm**      **Meeting with Ms. Louise J. Fahnbulleh and Ms. Mary Zell, USAID:**  
USAID will provide a briefing on the political context of Liberia and outline some challenges to institutional reform. They will also provide an overview of the U.S. government's work with the Liberian government.
- Location: U.S. Embassy*
- 
- 12:45 – 01:45 pm**      **Working Lunch with HDP and NDI staff**  
Participants will have an opportunity to debrief following meeting with the Embassy, and also establish plan for meeting with Speaker and respective parliamentary leadership. Full time devoted to the working lunch.
- 
- 02:15 – 03:15 pm**      **Meeting with the Speaker of the House Rep. Bhofal Chambers**  
Participants will be welcomed to Liberia by Speaker Bhofal Chambers, and engage in a discussion on the needs of the legislature, in addition to its 2020 legislative priorities. The Speaker will also discuss current party caucus agenda-setting and communications, and outline challenges. Speaker Chambers is serving his third term as the representative of Maryland County's District #2. He was elected Speaker following the



2017 legislative elections, and is a member of the Coalition for Democratic Change (CDC).

*Location: Capitol Hill*

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**03:15 –  
04:15 pm**

**Meeting with the Chief Clerk Mildred N. Sayon**

The Chief Clerk will provide an overview of the administration processes of the Liberian House of Representatives. This meeting will allow consultants to understand the rules and procedures of the House.

*Location: Capitol Hill*

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**04:15 –  
04:45 pm**

Travel to NDI Office

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**04:45 –  
05:45 pm**

**Debrief with NDI Staff**

HDP facilitators will meet with NDI staff to debrief on the day's meetings discuss the agenda for the caucus workshops.

*Location: NDI Office*

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**Tuesday, January 21, 2020**

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

**08:30 am –  
09:00 am**

Travel to NDI Office

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**09:00 –  
10:30 am**

**Preparation Session with NDI Staff**

NDI staff will provide background on the three political parties with functioning internal party caucuses: the Alternative National Congress (ANC), the Coalition for Democratic Change (CDC), and the Unity Party (UP). NDI staff will provide a brief background on each party, including the context of their formation, their policy positions, and strengths within the House.

*Location: NDI Office*

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**10:30 –  
11:00 am**                      **Travel to Capitol Hill**

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**11:00 am –  
12:30 pm**                      **Meeting with UP Caucus Chair, Rep. Hanson Kiazolu**  
The UP was founded in 1984. Following the first post-war democratic elections in 2005, the UP held the presidency (Pres. Ellen Johnson-Sirleaf) and the largest number of members in both the House of Representatives and the Senate. During the 2017 legislative elections, the UP's candidate, former Vice-President Joseph Boakai, lost to the CDC's Candidate George Weah. The UP also lost seats in the House; they currently hold 19 seats. The UP party is part of a coordination pact between prominent opposition parties. While the UP formerly had a caucus, it was largely ineffective. Since mid-2018, members have worked to restructure and revive the caucus. This meeting will provide the HDP consultants an opportunity to learn more about the UP's political party structure, the party's agenda priorities, and goals for the party caucus workshop.

*Location: Capitol Hill*

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**12:30 –  
01:30 pm**                      **Lunch**

*Location: Sajj Restaurant*

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**01:30 –  
03:00 pm**                      **Meeting with CDC Caucus Chairman, Rep. Alex Grant**  
The Coalition for Democratic Change (CDC) was founded in 2017 as a political alliance to contest the 2017 general presidential elections, bringing together the Congress for Democratic Change (CDC), the National Patriotic Party (NPP), and the Liberia People's Democratic Party (LPDP). In 2017, the CDC's flagbearer, George Weah, won the presidency, and the party won the largest number of seats in the House of Representatives. They currently hold 21 seats. The highest decision-making body of the Coalition is the Governing Council, supported by the executive committees of the three parties. On October 27, 2018, President George Weah launched the Pro-poor Agenda for Prosperity and Development (PAPD). This agenda aims to build a cohesive Liberian society through economic diversification and private-sector growth. The CDC formed its legislative caucus in May 2019.

This meeting will provide HDP consultants an opportunity to learn more about the CDC's political party structure, the party's agenda priorities, and goals for the party caucus workshop.

*Location: Capitol Hill*

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**03:00 –  
04:30 pm**

**Meeting with the ANC Caucus Chair Rep. Larry Nyonquoi**

The ANC was founded in 2013. During the 2017 elections, the party did not win any seats in the House of Representatives. However, since 2017, five elected members have defected to or joined the ANC. It has become an active caucus in September 2019. This meeting will provide HDP consultants an opportunity to learn more about the ANC's political party structure, the party's agenda priorities, and goals for the party caucus workshop.

*Location: Capitol Hill*

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**04:30 –  
06:00 pm**

**Meeting with Harold Aidoo, Executive Director of the Institute for Research & Democratic Development (IREDD) and McCarthy Weh, Director of the Legislative Information Service (LIS)**

IREDD is a research and policy advocacy organization that works with grassroots organizations and partners at the local and sub-national level. IREDD has worked closely with NDI, USAID, and the National Endowment Democracy to build the capacities of local communities to hold the government accountable and ensure citizen voices are heard. LIS provides professional research and support services to both chambers of the Liberian legislature. This meeting will provide HDP consultants an opportunity to learn about IREDD's work monitoring the Liberian legislature, as well as LIS's support responsibilities.

*Location: LIS (Capitol Hill)*

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**06:00 –  
06:30 pm**

Travel to NDI Office

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**06:30 --  
7:00 pm**

**Debrief with NDI Staff**

HDP facilitators will meet with NDI staff to debrief on the day's meetings, and finalize the agenda for the caucus workshops.

*Location: NDI Office*



**Wednesday, January 22, 2020**

*Note: Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

**08:00 –  
08:30 am**                      Travel to NDI Office

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**08:30 –  
09:30 am**                      **Preparation session with NDI Staff**  
NDI staff and HDP consultants to finalize the workshop agenda.

*Location: NDI Office*

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**09:30 –  
10:00 am**                      Travel to the Capitol Hill

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**10:00 –  
01:00 pm**                      **Workshop session with the UP Caucus**  
At this workshop, HDP consultants will provide guidance and share experiences on:

- the role and organization of party caucuses;
- working as a party caucus when formulating a legislative agenda that is in alignment with the priorities of the party platform;
- how members can communicate and interact within their party to achieve consensus, bring their ideas, and work at the forefront to ensure the party vision aligns with constituents' demands and legislative they plan to bring on the floor;
- how to incorporate constituents' demands and campaign promises into the party agenda; and
- working with other political parties on the non-partisan basis to advance policies.

*Location: Capitol Hill*

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**01:00 –  
02:00 pm**                      **Lunch**

*Location: The Royal Cafe*

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**02:00 –  
05:00 pm**

**Workshop session with the CDC Caucus**

At this workshop, HDP consultants will provide guidance and share experiences on:

- the role and organization of party caucuses;
- working as a party caucus when formulating a legislative agenda that is in alignment with the priorities of the party platform;
- how members can communicate and interact within their party to achieve consensus, bring their ideas, and work at the forefront to ensure the party vision aligns with constituents' demands and legislation they plan to bring on the floor;
- how to incorporate constituents' demands and campaign promises into the party agenda; and
- working with other political parties on a non-partisan basis to advance policies.

*Location: Capitol Hill*

**Thursday, January 23, 2020**

***Note:** Delegates are requested to have breakfast in the hotel restaurant in advance of departure for the program. Delegates will be provided transportation from hotel to NDI office, and between all other meeting locations.*

**08:00 –  
08:30 am**

Travel to NDI Office

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**08:30 –  
09:30 am**

**Preparation session with NDI Staff**

NDI staff and HDP consultants to finalize the workshop agenda.

*Location: NDI Office*

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**09:30 –  
10:00 am**

Travel to Capitol Hill

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**10:00 am –**

**Workshop session with the ANC Caucus**

**01:00 pm**

At this workshop, HDP consultants will provide guidance and share experiences on:

- the role and organization of party caucuses;
- working as a party caucus when formulating a legislative agenda that is in alignment with the priorities of the party platform;
- how members can communicate and interact within their party to achieve consensus, bring their ideas, and work at the forefront to ensure the party vision aligns with constituents' demands and the legislation they plan to bring on the floor;
- how to incorporate constituents' demands and campaign promises into the party agenda; and
- working with other political parties on the non-partisan basis to advance policies.

*Location: Capitol Hill*

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**01:00 –  
02:00 pm**

**Working lunch: debrief with NDI staff**

Participants will have an opportunity to debrief and conclude the exchange by discussing main takeaways, lessons learned, and next steps. Full time devoted to the working lunch.

*Location: The Royal Cafe*

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**02:00 pm**

**Depart for Airport**

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**05:50 pm**

**Depart Monrovia**  
Kenya Airways 505

**Friday, January 24, 2020**

**06:00 am**

**Arrive in Washington, D.C.**  
JetBlue Airways 5224