



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: Derek Luyten
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: Jan 19, 2020 Return: Jan 24, 2020  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, DC Destination: Tbilisi, Georgia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute
6. Describe Meetings and Events Attended: Meetings and consultations with Members of Parliament, training seminars on the best practices of an ethics committee, which the Georgian Parliament is establishing.
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 -7 AM 11:52  
 OFFICE OF THE CLERK OF THE 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: Feb 7, 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: Eliot L Engel Date: 2/7/2020

Signature of Supervising Member: Eliot L Engel



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): Tbilisi and Kachreti, Georgia

3. Date of Departure: January 19, 2020 Date of Return: January 24, 2020

4. Name(s) of Traveler(s): Derek Luyten

*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	\$3,386.21	\$525.18	\$78.25	\$135 (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: [Signature] Date: 2/3/20

Name: Sharri Beyan 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: SHARRI@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: Derek Luyten
2. Sponsor(s) who will be paying for the trip: National Democratic Institute
3. City and State OR Foreign Country of Travel: Tbilisi / Kachreti, Georgia
4. a. Date of Departure: January 19, 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 Executive Director of the House Democracy Partnership, I will represent the Commission on this trip and partake in panels, provide remarks and discuss best practices of legislative ethics.

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 Eliot L Engel Date December 19, 2019



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor who will be paying for the trip: National Democratic Institute

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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: \_\_\_\_\_

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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): Derek Luyten, Executive Director, House Democracy Partnership

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5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: January 19, 2020 Date of Return: January 24, 2020
7. a. City of departure: Washington, D.C.  
 b. Destination(s): Tbilisi, Georgia, and Kachreti, Georgia  
 c. City of return: Washington, D.C.
8. **Check only one.** I represent that:
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  OR
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  OR
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - c. I checked 8(c) above and am offering lodging and meals for one night:  OR
  - d. I checked 8(c) above and am offering lodging and meals for two nights:  If you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

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	\$3533.22	\$565	\$248
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	\$300 \$79.55	Interpretation Services - \$300 Conference facilities - \$79.55
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: Shari Bryan Date: 12/19/19

Name: Shari Bryan

Title: Vice President

Organization: National Democratic Institute

Address: 455 Massachusetts Avenue, NW, 8th Floor

Telephone: 202-728-5500

Email: Sharib@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



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

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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): Derek Luyten, Executive Director, House Democracy Partnership
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: January 19, 2020 Date of Return: January 24, 2020
7.
  - a. City of departure: Washington, D.C.
  - b. Destination(s): Tbilisi, Georgia, and Kachreti, Georgia
  - c. City of return: Washington, D.C.
8. **Check only one.** I represent that:
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  OR
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  OR
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
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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	\$3533.22	\$565	\$248
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	\$300 \$79.55	Interpretation Services - \$300 Conference facilities - \$79.55
For each Accompanying Family Member		

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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: Shari Bryan Date: 12/19/19

Name: Shari Bryan

Title: Vice President

Organization: National Democratic Institute

Address: 455 Massachusetts Avenue, NW, 8th Floor

Telephone: 202-728-5500

Email: ShariB@ndi.org

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

### Committee on Ethics

U.S. House of Representatives

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

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

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

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

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



ONE HUNDRED SIXTEENTH CONGRESS

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

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Doneso  
*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. Derek Luyten  
Committee on Foreign Affairs  
327A Cannon House Office Building  
Washington, DC 20515

Dear Mr. Luyten:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Georgia,<sup>1</sup> scheduled for January 19 to 24, 2020, sponsored by National Democratic Institute.

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

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

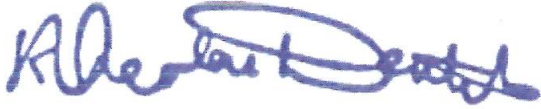
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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms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



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

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch  
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant  
Ranking Member

TED/KM:jeb

5. Total **Other Expenses** (dollar amount per item and description): **\$135**

- Interpretation services: **\$63.64**
- Conference Space Rental + Meals (Lunch on January 22 and 23; Dinner on January 22) for Kachreti workshop: **\$71.36**



**HDP Technical Assistance Consultancy: Legislative Ethics  
Tbilisi and Kachreti, Georgia  
January 21-23, 2020**

**Program Summary**

The House Democracy Partnership (HDP) is a bipartisan commission of the United States House of Representatives that is dedicated to promoting responsive, effective government and strengthening democratic institutions by assisting legislatures in emerging democracies through peer-to-peer cooperation. Founded in 2005, the House Democracy Partnership is comprised of 21 partner parliaments from around the globe. These programs are supported by a partnership with the International Republican Institute (IRI) and the National Democratic Institute (NDI), with funding from the U.S. Agency for International Development (USAID). In an effort to continue to be responsive to the changing needs and emergence of newly democratic legislatures worldwide, NDI, IRI, and HDP are collaborating to meet with parliamentary leadership in countries that have (or will have) recently undergone significant democratic transitions.

In December 2018, the Georgian parliament passed its first code of ethics. For the first time in Georgia's history, financial conflicts of interest, discriminatory and hateful language, and other destructive behaviors became formally outlawed in parliament. With this code of ethics now in place, a Council on Ethics was formed in spring 2019 and met for the first time in late August of this year. This technical assistance consultancy (TAC) will support the Council in operating within its jurisdiction and enforcing rules and regulations.



**Sunday, January 19, 2020**  
**Departure from Washington, D.C.**

17:55                      Depart Washington Dulles Airport  
Delta 9447

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**Monday, January 20, 2020**  
**Arrival in Tbilisi, Georgia**

7:20 - 10:20              Layover in Amsterdam

10:20                      Depart Amsterdam  
Georgian Airways 652

17:50                      Arrive in Tbilisi

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**Tuesday, January 21, 2020**  
**Tbilisi, Georgia**

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

10:00 - 12:00              Briefing with NDI Georgia Staff

*Courtyard Marriott Conference Room*

This meeting will provide an opportunity to review the schedule for the week, discuss nuances of specific meetings, and review presentations. A political briefing by NDI Georgia staff will also be provided to the delegation.

Laura Thornton, Global Associate/Senior Director, NDI  
Irina Rekhviashili, Parliamentary Program Manager, NDI

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12:00 - 12:45              Lunch

*Courtyard Marriott Restaurant*

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12:45 - 13:00

**Walk to Parliament**

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13:00 - 13:40

**Meeting with Speaker of Parliament Archil Talakvadze**

*Georgian Parliament*

This meeting will provide delegates with an opportunity to discuss the Georgian legislature's recent initiatives, including the unprecedented work of the Ethics Council. This meeting will also provide an opportunity to discuss the Georgian Parliament's engagement with HDP in 2020.

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13:40 - 14:30

**Coffee Break**

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14:30 - 15:30

**Meeting with Irina Pruidze, Independent MP**

*Parliamentary Training Center, Georgian Parliament*

This meeting will provide delegates with an opportunity to learn about the process of the development of Code of Ethics, establishment and subsequent work of the council of ethics and the challenges the council is facing at the moment. The meeting will provide an opportunity for the delegation to go through the procedures and guidelines for the newly formed Council of Ethics and share their experiences on the role of staffers in US congressional ethics office.

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15:30 - 16:15

**Meeting with Local and International Organisations**

*Parliamentary Training Center, Georgian Parliament*

US delegates will meet representatives of local and international organizations that are part of the OGP consultative group at parliament of Georgia to hear their perspective on the code of ethics and work of the council. Delegates will have a chance to ask questions about the code and its process of adoption, and hear recommendations from civil society for effective work of the council moving forward.

Representatives from:

- Transparency International-Georgia
- Institute for Development of Freedom of Information (IDFI)
- Good Governance Initiative (USAID/GGI)
- United Nations Development Programme (UNDP)

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16:15 - 17:00

**Meeting with United National Movement**

This meeting will provide an opportunity for the delegates to hear from opposition MPs on recent parliamentary and political developments, their involvement in the Ethics Council, as well as share the U.S. experience in building ethics frameworks.

*MP Roman Gotsiridze, Chair of UNM Faction  
MP Tina Bokuchava, UNM Faction*

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17:00 - 17:45

**Meeting with European Georgia**

This meeting will provide an opportunity for the delegates to hear from an opposition MP on recent parliamentary and political developments, involvement in the Ethics Council, as well as share the U.S. experience in building ethics frameworks.

*MP Sergi Kapanadze, Vice Speaker of Parliament*

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17:45 - 18:00

**Transfer to Dinner**

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18:00 - 20:00

**Dinner**

Stamba Hotel

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**Wednesday, January 22, 2020**

**Tbilisi and Kachreti, Georgia**

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

8:45 - 10:30

**Transport to Kachreti, Georgia**

*Arrive at the Hotel Ambassador*

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10:30 - 11:00

**Check-in to Hotel**

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11:00 - 11:30

**Working Break, Coffee and Tea**

*Hotel Ambassador*

This time will allow the delegation to prepare presentations, and have discussions with program participants.

NDI staff will include:

Emma Yardley, Senior Program Officer, NDI

Irina Rekhviashvili, Parliamentary Program Manager, NDI

Ana Amiranashvili, Parliamentary Program Coordinator, NDI

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11:30 - 11:50

**Welcome and Introductions**

*Hotel Ambassador*

Representatives from the Parliament of Georgia, NDI, and the Council of Europe will introduce themselves and provide an overview of the training.

*Laura Thornton, Resident Country Director, National Democratic Institute*

*Vahagn Muradyan, Deputy Head of the Council of Europe Office in Georgia, Parliament of Georgia*

*Derek Luyten, Executive Director, House Democracy Partnership*

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11:50 - 12:20

**Overview of the Work of the Ethics Council**

This session will provide an opportunity for MP Pruidze to present on the history of the council and share the new council guidelines.

*Irina Pruidze, MP*

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12:20 - 1:30

**Work of the House Committee on Ethics and the Office of Congressional Ethics - Part I**

*Hotel Ambassador*

This session will provide an opportunity for the U.S. delegation to introduce program participants to the U.S. ethics system and discuss the work of the Congressional Ethics Committee and Office of Congressional Ethics. They will have the opportunity to inform the participants what each of the two congressional units do, where they differ, and where they overlap. The delegates will also discuss the real life scenarios of the ethical standards violations in the US congress

and walk participants through the process of how these cases were handled. They will discuss procedures for Congress to address violations of ethical standards of Congressmen/women and staff. The presentation will be followed by a Q & A session.

*Karena Dees, Senior Counsel for Ethics, U.S. Department of Health and Human Services*

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**13:30 - 14:30**      **Lunch**

*Hotel Ambassador Restaurant*

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**14:30 - 16:00**      **Work of the House Committee on Ethics and the Office of Congressional Ethics - Part II**

*Hotel Ambassador*

This session will provide an opportunity for the U.S. delegation to introduce program participants to the U.S. ethics system and namely the role of staff in the Congressional Ethics Committee and council, how staff handle the most challenging cases of ethical behaviour by US Congress members, and how the impartiality of the process is ensured. The presentation will be followed by a Q & A session.

*Karena Dees, Senior Counsel for Ethics, U.S. Department of Health and Human Services*

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**16:00 - 16:15**      **Coffee Break**

*Hotel Ambassador*

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**16:15 - 17:15**      **Council of Europe Standards on Combatting Discrimination and Hate Speech**

*Hotel Ambassador*

This session will provide an opportunity for representatives from the Council of Europe to introduce program participants to the anti-discrimination regulations in Europe, as well as provide time for questions and answers.

*Tamar Tomashvili, Independent Expert*

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17:15 - 18:30

**Question-and-Answer Session**

*Hotel Ambassador*

This session will provide an opportunity for representatives from Georgian Council of Ethics to ask any remaining questions to the US delegation prior to the conclusion of the workshop.

*Karena Dees, Senior Counsel for Ethics, U.S. Department of Health and Human Services*

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19:00 - 20:00

**Dinner**

*Hotel Ambassador Restaurant*

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**Thursday, January 23, 2020**  
**Kachreti and Tbilisi, Georgia**

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

10:15 - 11:30

**Presentation of Council of Ethics Guidelines**

*Hotel Ambassador*

This session will provide an opportunity for representatives from the Parliament of Georgia's Council on Ethics to present the council's new guidelines and have a discussion with and receive feedback from the U.S. delegation and Council of Europe expert.

*Tamar Tomashvili, Independent Expert*

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11:30 - 12:00

**Coffee Break**

*Hotel Ambassador*

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12:00 - 13:00

**Presentation of Council of Ethics Guidelines**

*Hotel Ambassador*

This session will focus on draft Council of Ethics guidelines on conflict of interest and gift registration. Council members will have a discussion with and receive feedback from the U.S. delegation and other international representatives.

Irina Pruidze, MP  
Tamar Tomashvili, Expert

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**13:00 - 14:00      Working Lunch (30 mins reserved for discussion)**

This lunch discussion will provide an opportunity for participants to discuss the first two presentations on the *Council of Ethics Guidelines*, and discuss the rest of the day's meetings.

*Location: Hotel Ambassador Restaurant*

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**14:00 - 15:45      Transfer to Tbilisi and Check-In to Hotel**

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**15:45 - 16:00      Walk to Parliament**

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**16:00 - 17:00      Meeting with the Secretary General of Parliament**

This meeting will provide an opportunity for delegates to discuss the role of staff in the legislature broadly, as well as the parliament's plans to staff the Ethics Council once fully formed. Delegates will share the staffing structure of the U.S. House Committee on Ethics.

*Givi Mikanadze, Secretary General  
Ekaterine Alavidze, Parliamentary Training Center*

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**17:00 - 17:30      Transfer to Rooms Hotel**

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**17:30 - 19:00      Meeting with Political Officer, U.S. Embassy**

This meeting will provide an opportunity for the U.S. delegation to debrief the U.S. Embassy and USAID representatives on the week's exchange, as well as key takeaways.

**Kristy Modhurst, Political Officer, U.S. Embassy in Georgia**

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**Friday, January 24, 2020**  
**Return to Washington, D.C.**

<b>9:00</b>	<b>Depart Tbilisi</b> <i>Georgian Airways 627</i>
<b>11:00 - 13:30</b>	<b>Layover in Paris Charles de Gaulle</b>
<b>13:30</b>	<b>Depart Paris Charles de Gaulle</b> <i>Air France 54</i>
<b>16:30</b>	<b>Arrive at Washington Dulles</b>



**HDP Technical Assistance Consultancy: Legislative Ethics  
Tbilisi and Kachreti, Georgia  
January 21-23, 2020**

**Program Summary**

The House Democracy Partnership (HDP) is a bipartisan commission of the United States House of Representatives that is dedicated to promoting responsive, effective government and strengthening democratic institutions by assisting legislatures in emerging democracies through peer-to-peer cooperation. Founded in 2005, the House Democracy Partnership is comprised of 21 partner parliaments from around the globe. These programs are supported by a partnership with the International Republican Institute (IRI) and the National Democratic Institute (NDI), with funding from the U.S. Agency for International Development (USAID). In an effort to continue to be responsive to the changing needs and emergence of newly democratic legislatures worldwide, NDI, IRI, and HDP are collaborating to meet with parliamentary leadership in countries that have (or will have) recently undergone significant democratic transitions.

In December 2018, the Georgian parliament passed its first code of ethics. For the first time in Georgia's history, financial conflicts of interest, discriminatory and hateful language, and other destructive behaviors became formally outlawed in parliament. With this code of ethics now in place, a Council on Ethics was formed in spring 2019 and met for the first time in late August of this year. This technical assistance consultancy (TAC) will support the Council in operating within its jurisdiction and enforcing rules and regulations.



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12:00 - 13:15

**Lunch**

*Courtyard Marriott Restaurant*

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13:15 - 13:30

**Walk to Parliament**

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13:30 - 14:30

**Meeting with MP Irina Pruidze, Independent**

*Georgian Parliament*

This meeting will provide delegates with an opportunity to learn about the process of the development of Code of Ethics, establishment and subsequent work of the council of ethics and the challenges the council is facing at the moment. The meeting will provide an opportunity for the delegation to go through the procedures and guidelines for the newly formed Council of Ethics and share their experiences on the role of staffers in US congressional ethics office.

MP Irina Pruide, Independent MP, former chair of the Open Government Partnership Council, and former lead on Council of Ethics  
Ketevan Piransivhili, Staffer of the Council  
Shalva Dekanozishvili, Fellow of the Council

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14:30 - 15:30

**Meeting with the Speaker of Parliament**

*Georgian Parliament*

The US delegation will meet with the representatives of the Speaker's office to hear their perspective on the work of the council of ethics. Delegates will also share US experience on how the Office of Congressional Ethics and the Ethics Committee work and will provide recommendations for the Georgian council of ethics.

Archil Talakvadze, Speaker of Parliament  
Nikoloz Samkharadze, Chief of Staff

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15:30 - 16:30

**Meeting with Local and International Organisations**

**Wednesday, January 22, 2020**  
**Tbilisi and Kachreti, Georgia**

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

**9:00 - 10:30**                      **Transport to Kachreti, Georgia**

*Arrive at the Hotel Ambassador*

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**10:30 - 11:00**                      **Coffee and Tea**

*Hotel Ambassador*

This time will allow the delegation to rest after the trip to Kachreti, prepare presentations, and have informal discussions with program participants.

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**11:00 - 11:15**                      **Welcome and Introductions**

*Hotel Ambassador*

Representatives from the Parliament of Georgia, NDI, and the Council of Europe will introduce themselves and provide an overview of the training.

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**11:15 - 13:00**                      **Work of the House Committee on Ethics and the Office of Congressional Ethics - Part I**

*Hotel Ambassador*

This session will provide an opportunity for the U.S. delegation to introduce program participants to the U.S. ethics system and discuss the work of the Congressional Ethics Committee and Office of Congressional Ethics. They will have the opportunity to inform the participants what each of the two congressional units do, where they differ, and where they overlap. The delegates will also discuss the real life scenarios of the ethical standards violations in the US congress and walk participants through the process of how these cases were handled. They will discuss procedures for Congress to address violations of ethical standards of Congressmen/women and staff. The presentation will be followed by Q&A session.

17:00 - 18:00      **Question-and-Answer Session**

*Hotel Ambassador*

This session will provide an opportunity for representatives from Georgian Council of Ethics to ask any remaining questions to the US delegation prior to the conclusion of the workshop.

Karena Dees, Senior Counsel for Ethics, U.S. Department of Health and Human Services

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18:00 - 21:00      **Dinner**

*Hotel Ambassador Restaurant*

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**Thursday, January 23, 2020**  
**Kachreti and Tbilisi, Georgia**

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

10:00                      **Meet in Hotel Ambassador Conference Location**

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10:00 - 11:30          **Presentation of Council of Ethics Guidelines**

*Hotel Ambassador*

This session will provide an opportunity for representatives from the Parliament of Georgia's Council on Ethics to present the council's new guidelines and have a discussion with and receive feedback from the U.S. delegation and Council of Europe expert.

Irina Pruidze, MP  
Tamar Tomashvili, Independent Expert

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11:30 - 11:45          **Coffee Break**

*Hotel Ambassador*

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Tamar Tomashvili, Expert

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17:00 - 18:30 Transfer to Tbilisi

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18:30 Free Evening

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**Friday, January 24, 2020**  
**Return to Washington, D.C.**

9:00 Depart Tbilisi  
*Georgian Airways 627*

11:00 - 13:30 Layover in Paris Charles de Gaulle

13:30 Depart Paris Charles de Gaulle  
*Air France 54*

16:30 Arrive at Washington Dulles



**4. Derek Luyten**, Executive Director of the House Democracy Partnership (HDP), has been invited to travel to Tbilisi and Kachreti, Georgia, to attend a technical assistance consultancy (TAC) working with Georgian members of parliament (MPs) on legislative ethics. As Executive Director for HDP, and with a strong background in democracy and governance, Mr. Luyten will be able to provide insights from both the institutional perspective of HDP, which will help to further strengthen the relationship between HDP and the Parliament of Georgia, as well as share experience as related to legislative ethics.

**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 Parliament of Georgia. 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. USAID has provided grant funds to NDI for this purpose.

The Council of Ethics workshop in Georgia will be jointly organized by NDI and the Council of Europe. As such, NDI and the Council of Europe of delineated organizing responsibilities. NDI and the Council of Europe will split the cost of accommodation and meeting rooms. In addition, NDI will cover the cost of interpretation services, while the Council of Europe will cover ground transportation. NDI is leading the organization of the agenda and scheduling of workshop sessions. The Council of Europe will participate in all sessions and lead one on anti-discrimination regulations in Europe. Finally, NDI is organizing all meetings in Tbilisi prior to the workshop independently.

**15b.**

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

<b>Sunday, January 19</b>	Dinner: \$0 (in flight)
<b>Monday, January 20</b>	Breakfast: \$0 (in flight)
Arrival in Tbilisi	Lunch: \$26
	Dinner: \$42
<b>Tuesday, January 21</b>	Breakfast: \$0 (included in hotel rate)
Tbilisi	Lunch: \$26
	Dinner: \$42

**Breakdown of transportation costs:**

**Airfare: \$3293.22**

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

**Airport transfers in Tbilisi: \$15 (estimate)**

**Transportation to and from Kachreti: \$75 (estimate)**