



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: Matthew Russell
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: February 6, 2020 Return: February 11, 2020  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: DC Region Destination: Tunis Return City: DC Region
5. Sponsor(s), Who Paid for the Trip: International Republican Insitute
6. Describe Meetings and Events Attended: I worked to share and learn more about the legislative process with/from parliament members and for managing process and staff.
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: \_\_\_\_\_

2020 FEB 24 PM 4:11  
COMMITTEE ON ETHICS

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

Signature of Traveler:  Date: 2/18/2020

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: Mike Conaway Date: 2/18/2020

Signature of Supervising Member: 



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip *within ten days of their return*. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Sponsor(s) who paid for the trip: International Republican Institute
- Travel Destination(s): Tunis, Tunisia
- Date of Departure: 2/6/2020 Date of Return: 2/11/2020
- Name(s) of Traveler(s): Matthew Russell

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	2109.07	\$625	\$299.50	N/A
Accompanying Family Member	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box:

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

Signature: [Signature] Date: 2/21/2020

Name: Kimber Shearer Title: Counsel and Vice President

Organization: International Republican Institute

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

Address: 1225 I Street NW, Suite 800, Washington, D.C. 20005

Telephone: 202-408-9450 Email: kshearer@iri.org

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

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





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Matthew Russell

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

3. City and State **OR** Foreign Country of Travel: Tunis, Tunisia

4. a. Date of Departure: February 6, 2020 Date of Return: February 11, 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.**

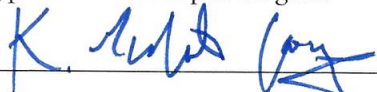
As Chief of Staff, I will work to share and learn more about the legislative process and to learn more about shared practices for managing a congressional office.

9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**  Yes  No

10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member  Date 1/15/2020





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: International Republican Institute
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent.  
Signify that the statement is true by checking box:
3. **Check only one.** I represent that:
  - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip:  **OR**
  - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds:  **OR**
  - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): Please see attached addendum.
5. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
6. Date of Departure: February 6, 2020 Date of Return: February 11, 2020
7. a. City of departure: Washington, DC  
b. Destination(s): Tunis, Tunisia  
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:
- IRI assists in implementing the House Democracy Partnership, a commission of the US House of Representatives. Through HDP, IRI is facilitating a technical assistance consultancy in Tunis, Tunisia by conducting workshops for new members of parliament on drafting and passing effective and inclusive legislation.
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): \$118 per day, which is in line with State Department per diem allocation for Tunis, Tunisia
    - 2) Provide the reason for selecting the location of the event or trip: HDP directed IRI to facilitate a consultancy in Tunisia for new members of parliament given turnover in the legislature. Tunis is the seat of government.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Movenpick Hotel Gammarth City: Tunis Cost Per Night: \$125  
Reason(s) for Selecting: Close proximity to parliament, under State Dept. per diem rate
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
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	\$1200	\$625	\$590
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$250	Ground transportation
For each Accompanying Family Member	N/A	N/A

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check only one:

- a. I certify that I am an officer of the organization listed below:  **OR**
- b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature:

Date: January 14, 2020

Name: Kimber Shearer

Title: Vice President of Strategy and Development / General Counsel

Organization: International Republican Institute

Address: 1225 I St NW, Suite 800, Washington, DC 20005

Telephone: 202-408-9450

Email: kshearer@iri.org

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

### Committee on Ethics

U.S. House of Representatives

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

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

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

February 5, 2020

Mr. Matthew Russell  
Office of the Honorable K. Michael Conaway  
2469 Rayburn House Office Building  
Washington, DC 20515

Dear Mr. Russell:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Tunisia,<sup>1</sup> scheduled for February 6 to 11, 2020, sponsored by International Republican Institute.

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

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

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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. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

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

Sincerely,

Handwritten signature of Theodore E. Deutch in blue ink.

Theodore E. Deutch  
Chairman

Handwritten signature of Kenny Marchant in blue ink.

Kenny Marchant  
Ranking Member

TED/KM:smm



**Nora Blalock** is the Senior Legislative Assistant to HDP Chairman David Price. Within her portfolio, Ms. Blalock handles policy that includes healthcare and education, two policy areas that have been requested by the National Assembly of Tunisia for technical assistance. Ms. Blalock will be a resource for members of parliament to better understand the process of policy development and how citizens are engaged throughout the development process. As a staff member for the HDP Chairman, Ms. Blalock will represent HDP and lead the delegation on behalf of the Chairman.

**Matt Russell** is the Chief of Staff to Rep. Mike Conaway, a member of HDP. He has extensive legislative experience and knowledge managing a Congressional office, as well as the intensive process of drafting a bill.

**Chelsea Bacher** is the Legislative Director to Rep. Tom Rice, a member of HDP. She is well positioned to speak on Congress as an institution and provide technical assistance to members of parliament on the processes needed to include citizens in the legislative process. Additionally, Ms. Bacher holds a law degree, which is a pertinent tool for drafting legislation.

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INTERNATIONAL  
REPUBLICAN  
INSTITUTE

# House Democracy Partnership

**New Member Orientation:** Developing Inclusive and  
Effective Legislation

**Agenda**  
Tunis, Tunisia  
February 7 - 11, 2020







## TRAVEL INFORMATION

The U.S. delegation and IRI staff will be departing from the Washington Dulles International Airport (IAD). It is strongly encouraged that delegates arrive at their airport of origin at least three hours prior to the scheduled departure in order to check in, check luggage and pass through security. Taxi fare to the airport is fully reimbursable, just please be sure to keep your receipt. Delegates will meet IRI Control Officer Scott Nemeth at the gate. All flight departure and arrival times listed are local. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Scott Nemeth of any delays or changes in flight plan.

### Arrival Flight Information:

Arrive at Tunis-Carthage International Airport on February 8 at 10:40am

### Departure Flight Information:

Depart Tunis-Carthage International Airport on February 11 at 2:40am for Frankfurt Airport on *Lufthansa 1327*

Depart Frankfurt Airport for Dulles International Airport at 11:10am on *United Airlines 988*

Arrive at Dulles International Airport on February 11 at 2:15pm

### Lodging Information:

Mövenpick Gammarth

Address: 36 Avenue Taieb Mhiri, Marsa 2078, Tunisia

Phone: +216 71 741 444

### IRI Control Officers:

Scott Nemeth, Legislative Strengthening Specialist: +1 (202)-322-5845

Amanda Zink, Program Associate: +1 (919) 264-2338





## SEMINAR AGENDA

### THURSDAY, February 6, 2020

5:20pm **Depart DC for Frankfurt**

### FRIDAY, February 7, 2020

12:15pm **Arrival in Frankfurt**

4:10pm **Arrival in Munich**

Due to an unexpected flight cancellation, the U.S. Delegation was rerouted to spend a night in Munich before continuing to Tunis, Tunisia.

### SATURDAY, February 8, 2020

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

*Dress will be **business** during scheduled activities. If desired, please bring a change of casual clothes for the afternoon cultural tour and dinner.*

10:40am **Arrival in Tunis, Tunisia**

The U.S. Delegation will gather near the baggage claim area and depart the airport to the hotel via pre-arranged car service. Should you have any issues locating luggage, clearing immigration or cannot find the group, please contact Scott Nemeth for assistance. The drive to the hotel will take approximately 30 minutes.

12:30pm **Check in to Mövenpick Hotel Gammarth**

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

1:00 – 2:30pm **Lunch and Political Briefing**  
*Horizon Restaurant, Movenpick Hotel Gammarth*





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Lunch will be available at the hotel restaurant; a political briefing will be provided during this time to cover country background, the political situation, and the structures within the parliament.

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2:30pm **Transport to Hotel Concorde Paris**

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***Session I: Roles and Responsibilities of Representatives of the People (Qalb Party)***

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3:00 – 3:30pm **Welcome & Introductions from the House Democracy Partnership**

The seminar will begin with opening remarks from the House Democracy Partnership (HDP) and an overview of HDP and its partnership with the Tunisian ARP.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
*Moderator: Scott Nemeth*, Legislative Strengthening Specialist, IRI

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3:30 – 4:30pm **How to Build Capacity and Unity Within the Party Caucus**

Staff members from the U.S. House of Representatives will provide an overview of how to build capacity for new members of parliament while also developing unity within the party caucus. This session will highlight the importance of beginning each parliamentary term with a party retreat, the need for caucuses to train members and staff on rules and procedures and how to communicate internally.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
*Moderator: Scott Nemeth*, Legislative Strengthening Specialist, IRI

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4:30 – 5:30pm **Developing and Implementing an Informed Policy Agenda**

Panelists will provide an overview and techniques for developing legislation that are responsive to citizen needs. The session will begin with an overview of how to develop a policy platform and then move to how to engage citizens in the legislative process, turn ideas into legislation and implement the legislation effectively.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)

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**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
*Moderator: Scott Nemeth*, Legislative Strengthening Specialist, IRI

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5:30 – 6:00pm      **Conclusion of Consultations & Transport to Hotel**

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6:00 – 6:45pm      **Executive Time**

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6:45 – 7:00pm      **Transport to Dinner**

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7:00 – 9:00pm      **Dinner**  
*Le Golfe Restaurant – La Marsa*

During a working dinner, IRI staff will prepare delegates for the following day of workshops, as well as stakeholder meetings. The full meal will be devoted to discussion.

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9:00pm              **Transport to Hotel**

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**REST OF EVENING FREE**

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## SUNDAY, February 9, 2020

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

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*Dress will be **business** during scheduled activities.*

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9:00 – 9:30am      **Transport to Hotel Concorde Paris**

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9:30 – 10:00am    **Registration**

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***Session II: Roles and Responsibilities of Representatives of the People (Tahya Party)***

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10:00 – 10:30am   **Welcome & Introductions from the House Democracy Partnership**

The seminar will begin with opening remarks from the House Democracy Partnership (HDP) and an overview of HDP and its partnership with the Tunisian ARP.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI

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Moderator: **Scott Nemeth**, Legislative Strengthening Specialist, IRI

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10:30 – 11:40pm **How to Build Capacity and Unity Within the Party Caucus**

Staff members from the U.S. House of Representatives will provide an overview of how to build capacity for new members of parliament while also developing unity within the party caucus. This session will highlight the importance of beginning each parliamentary term with a party retreat, the need for caucuses to train members and staff on rules and procedures and how to communicate internally.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
Moderator: **Scott Nemeth**, Legislative Strengthening Specialist, IRI

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11:40 – 11:50pm **Coffee Break**

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11:50 – 1:00pm **Developing and Implementing an Informed Policy Agenda**

Panelists will provide an overview and techniques for developing legislation that are responsive to citizen needs. The session will begin with an overview of how to develop a policy platform and then move to how to engage citizens in the legislative process, turn ideas into legislation and implement the legislation effectively.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
Moderator: **Scott Nemeth**, Legislative Strengthening Specialist, IRI

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1:00 – 2:00pm **U.S. Delegation Working Lunch**  
*Hotel Concorde Paris, Le Longchamp Restaurant*

Following the party workshops, this lunch will be a chance for delegates to provide feedback about the sessions and discuss potential areas of future engagement between HDP and the ARP. The full meal will be devoted to discussion.

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2:00 – 2:30pm **Registration**

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**Session III: Roles and Responsibilities of Representatives of the People (Ennahda Party)**

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2:30 – 3:00pm

**Welcome & Introductions from the House Democracy Partnership**

The seminar will begin with opening remarks from the House Democracy Partnership (HDP) and an overview of HDP and its partnership with the Tunisian ARP.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
Moderator: **Scott Nemeth**, Legislative Strengthening Specialist, IRI

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3:00 – 4:00pm

**How to Build Capacity and Unity Within the Party Caucus**

Staff members from the U.S. House of Representatives will provide an overview of how to build capacity for new members of parliament while also developing unity within the party caucus. This session will highlight the importance of beginning each parliamentary term with a party retreat, the need for caucuses to train members and staff on rules and procedures and how to communicate internally.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
Moderator: **Scott Nemeth**, Legislative Strengthening Specialist, IRI

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4:00 – 5:00pm

**Developing and Implementing an Informed Policy Agenda**

Panelists will provide an overview and techniques for developing legislation that are responsive to citizen needs. The session will begin with an overview of how to develop a policy platform and then move to how to engage citizens in the legislative process, turn ideas into legislation and implement the legislation effectively.

**Nora Blalock**, Senior Legislative Assistant, Rep. David Price (D-NC)  
**Matt Russell**, Chief of Staff, Rep. Mike Conaway (R-FL)  
**Chelsea Bacher**, Legislative Director, Rep. Tom Rice (R-SC)  
**Djordje Todorovic**, Senior Political Parties Advisor, IRI  
Moderator: **Scott Nemeth**, Legislative Strengthening Specialist, IRI

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5:00 – 5:30pm

**Conclusion & Transport to Movenpick Hotel Gammarth**

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5:30 – 7:30pm

**Executive Time**

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7:30 – 8:00pm

**Transport to Dinner**

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8:00 – 10:00pm

**Dinner**

*Villa Didon Restaurant - Tunis*

Delegates will meet during a working dinner to discuss the technical assistance consultancy and plan for a readout with the U.S. Ambassador to Tunisia the following day. The full meal will be devoted to discussion.

10:00pm

**Transport to Hotel**

**REST OF EVENING FREE**

**MONDAY, February 10, 2020**

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

*Dress will be **business** during scheduled activities.*

8:45 – 9:15am

**Transport to U.S. Embassy**

9:30 – 11:30am

**Meeting with U.S. Ambassador Donald Blome and USAID Mission Director**

Delegates and IRI staff will meet with the U.S. Ambassador to Tunisia and with the USAID Mission Director, Peter Riley, to give a readout of the technical assistance consultancy and discuss the House Democracy Partnership's relationship with the ARP.

11:30 – 12:00pm

**Transport to Lunch**

12:00 – 1:30pm

**Working Lunch**

*Astragale*

Delegates and IRI staff will use this lunch to reflect on meetings with the US Embassy and USAID, and to reflect on the technical assistance consultancy at large. The entire meal will be devoted to discussion.

1:30 – 2:00pm

**Transport to Cultural Activity**

2:00 – 4:30pm

**Guided Cultural Tour of Tunis (Carthage, Sidi Bou Said, and the North Africa American Cemetery and Memorial)**

In coordination with the U.S. Embassy, this tour will be facilitated so delegates can develop an understanding of the relationship between the United States and Tunisia, Tunisian culture and heritage, and Tunisia's political systems. This tour will allow the delegation to better understand the context of the program. The tour will



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look at historic and cultural sites that now influence Tunisia's society and politics. Additionally, the U.S. delegation will visit the North Africa American Cemetery and Memorial, an American military World War II cemetery.

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4:30 – 5:00pm **Transport to Parliament**

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5:30 – 6:30pm **Meeting with ARP Leadership**

Delegates and IRI staff will meet with leadership of the ARP to discuss the legislative priorities of the Tunisian Parliament and challenges the parliament is currently facing. This will also provide an opportunity to further strengthen HDP's relationship with Tunisia and discuss future opportunities for collaboration. The full meal will be devoted to discussion.

**Hon. Rached Ghannouchi**, Speaker, Ennahda Party  
**Hon. Samira Chaouachi**, First Deputy Speaker, Heart of Tunisia  
**Hon. Tarek Ftiti**, Second Deputy Speaker, Independent

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6:30 – 7:00pm **Transport to Dinner**

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7:00 – 8:30pm **Closing Dinner**

*Dar El Marsa – La Marsa*

The U.S. Delegation and IRI staff will discuss lessons learned and key takeaways from the seminar during a working dinner with USAID and State personnel. The full meal will be devoted to discussion.

**Peter Riley**, USAID Mission Director  
**Erik Pacific**, USAID Democracy and Governance Director  
**Heather Kalmbach**, Political Section  
**Rachel Smith**, Political Section

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8:30 – 9:00pm **Transport to Hotel**

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11:30pm **Meet in Lobby to Check Out**

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## TUESDAY, February 11, 2020

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*Dress will be casual during departure and travel.*

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12:00am **Transport to Airport**

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2:40am **Depart Tunis for Frankfurt, Germany**

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5:20 – 11:10am	<b>Layover in Frankfurt</b>
11:10am	<b>Depart Frankfurt for Washington, D.C.</b>
2:15pm	<b>Arrival at Washington Dulles International Airport (IAD)</b>

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