



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: Izmira Aitch
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 2/16/2020 Return: 2/25/2020  
 b. Dates at Personal Expense, if any: 2/23-2/25/2020 **OR** None
4. Departure City: Washington Destination: Banjul Return City: Washington
5. Sponsor(s), Who Paid for the Trip: International Republican Institute
6. Describe Meetings and Events Attended: Provided technical assistance to The Republic of Gambia's National Assembly members to support their transition from authoritarian to democratic rule.
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 MAR 10 PM 5:32  
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler:  Date: March 9, 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: Gwen Moore Date: 3/9/2020

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.**

1. Sponsor(s) who paid for the trip: International Republican Institute

2. Travel Destination(s): Banjul, The Gambia

3. Date of Departure: February 16, 2020 Date of Return: February 25, 2020

4. Name(s) of Traveler(s): Izmira Aitch


*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	\$1727.76	\$500	\$203.69	\$250 (visa)
Accompanying Family Member	N/A	N/A	N/A	N/A

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

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

Signature:  Date: March 6, 2020

Name: Kimber Shearer Title: General Counsel/Vice President

Organization: International Republican Institute

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

Address: 1225 I Street NW, Washington, DC 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.

REVISED



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Izmira Violet Aitch

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

3. City and State OR Foreign Country of Travel: The Gambia

4. a. Date of Departure: 02/16/2020 Date of Return: ~~02/16/2020~~ ~~01/31~~ 02/25/20

b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, list dates at personal expense: 02/22 until ~~02/25/2020~~ 02/25/20

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.

A function of my boss' role as a commissioner on the House Democracy Partnership (HDP) is to share best legislative practices with current & potential HDP countries at both the member & staff level. As her senior legislative assistant, my duty is to fulfill staff trainings that support the democratic performance of partner legislatures.

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: *Sven S. Moore* Date: 01/16/2020



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 16, 2020 Date of Return: February 25, 2020
7.
  - a. City of departure: Washington, DC
  - b. Destination(s): Banjul, The Gambia
  - 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 The Gambia by conducting workshops on budget, citizen engagement, committees, and policy.
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): \$65 per day, which is in line with State Department per diem allocation for Banjul, The Gambia  
 2) Provide the reason for selecting the location of the event or trip: Banjul is the seat of government in The Gambia
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  
 Hotel Name: Coco Ocean City: Banjul Cost Per Night: \$138  
 Reason(s) for Selecting: Close proximity to National Assembly, at 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	\$1900	\$552	\$325
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	\$150, \$100	Ground transportation, visa
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.**

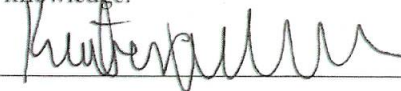
### 19. Check only one:

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 22, 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 Ratchliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

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

February 10, 2020

Ms. Izmira Aitch  
Office of the Honorable Gwen Moore  
2252 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Aitch:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to The Gambia,<sup>1</sup> scheduled for February 16 to 25, 2020, sponsored by International Republican Institute. We note that this trip includes four days at your personal expense.

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.

---

<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 Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS 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,

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:jeb



INTERNATIONAL  
REPUBLICAN  
INSTITUTE

# House Democracy Partnership

The Core Functions of a Strong Legislature: Budget,  
Engagement, Committees, and Policy

## Agenda

Banjul, The Gambia  
February 17 - 21, 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. All flight departure and arrival times listed are local. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Maggie Stewart of any delays or changes in flight plan.

### **Arrival Flight Information:**

*Refer to individual flight itinerary*

### **Lodging Information:**

Coco Ocean Hotel  
One Bamboo Drive, Kombo Coastal Road, Serrekunda, Gambia  
+220 446 6500

### **IRI Control Officers:**

Maggie Stewart, Senior Program Associate: +1 (202) 957-3580





## SEMINAR AGENDA

### MONDAY, February 17, 2020

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

*Dress will be **casual** during travel and scheduled briefings.*

#### **Arrival in Banjul, The Gambia**

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 Maggie Stewart for assistance. The drive to the hotel will take approximately 30 minutes.

#### **Check in to Coco Ocean Hotel**

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.

8:00 – 9:30pm

#### **Optional Delegation Dinner**

*Coco Ocean Hotel*

This optional, informal dinner will provide the delegates the opportunity to get acquainted with each other.

#### **REST OF EVENING FREE**

### TUESDAY, February 18, 2020

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

*Dress will be **casual** during scheduled briefings and activities.*

9:30 – 10:30am

#### **Welcome Brief**

*Coco Ocean Hotel*

Delegates will meet with IRI staff for an informal discussion related to security protocols while in The Gambia and other logistical items to ensure a productive and efficient mission.





---

**Jenai Cox**, Deputy Director for Africa, IRI  
**Maggie Stewart**, Senior Program Associate, IRI

---

10:30 – 11:00am **Transport to IRI Office**

---

11:00 – 12:00pm **Country Briefing**  
*IRI Office*

Delegates will meet with IRI Gambia staff for an informal discussion related to country background, the political situation, and the structures within the National Assembly. Please be sure to bring all briefing materials and the agenda to this session.

**Jenai Cox**, Deputy Director for Africa, IRI  
**Robina Namusisi**, Resident Program Director, IRI Gambia

---

12:00 – 12:15pm **Transport to Lunch**

---

12:15 – 1:45pm **Lunch with IRI Gambia Team**  
*Butcher's Cafe*

Delegates will meet with IRI Gambia local staff. This will be an opportunity for local staff to provide their perspectives of the culture and history of The Gambia. Additionally, the three staffers will discuss Gambians' perspectives of the National Assembly, the budget process, the constitutional review process, and the Truth, Reconciliation and Reparations Commission. The full meal will be devoted to discussion.

**Jebel Ceesay**, Senior Program Associate, IRI Gambia  
**Binta Touray**, Program Officer, IRI Gambia  
**Jainaba Njie**, Program Officer, IRI Gambia

---

1:45 – 2:00pm **Transport to IRI Office**

---

2:00 – 2:30pm **HDP Assessment Briefing**  
*IRI Office*

HDP conducted an assessment mission to The Gambia in May 2019. This briefing will discuss the findings of the assessment and further examine the structures of the National Assembly.

**Jenai Cox**, Deputy Director for Africa, IRI  
**Maggie Stewart**, Senior Program Associate, IRI

---



*\*Scott Nemeth, Legislative Strengthening Specialist, IRI*

2:30 – 3:30pm **Workshop and Presentation Planning**  
*IRI Office*

IRI staff will assist U.S. delegates with preparing for the following days presentations.

Jenai Cox, Deputy Director for Africa, IRI  
Maggie Stewart, Senior Program Associate, IRI  
*\*Scott Nemeth, Legislative Strengthening Specialist, IRI*

3:30 – 6:30pm **An Overview of the U.S. – Gambia Relationship and Understanding Gambian Politics and Culture**

This guided activity will be coordinated with the U.S. Embassy in Banjul. It is being facilitated so delegates can develop an understanding of the relationship between the United States and The Gambia. Experts will provide background to the pivotal 2016 election, the current state of Gambian politics, and the history and culture of the country. Delegates will learn about U.S. assistance to The Gambia through USAID and other mechanisms,

6:30 – 7:00pm **Transport to Dinner**

7:00 – 9:00pm **Optional Cultural Dinner**  
*African Queen*

The delegation will eat at a traditional West African restaurant with regional cuisine.

9:00 – 9:30pm **Transport to Hotel**

**REST OF EVENING FREE**

## WEDNESDAY, February 19, 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.*

8:30 – 9:00am **Transport to Senegambia Hotel**

9:00 – 10:30am **Welcome & Introductions from the House Democracy Partnership**



---

*Senegambia Hotel*

The seminar will begin with opening remarks from the House Democracy Partnership (HDP) and the National Assembly with an overview of HDP and its partnership with the Gambian National Assembly. Each participant will have the opportunity to introduce themselves.

**Hon. Mariam Jack-Denton**, Speaker, National Assembly  
**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Robina Namusisi**, Resident Program Director, IRI Gambia

---

10:30 – 11:00am **Coffee Break**  
*Senegambia Hotel*

---

11:00 – 12:00pm **Budget Session I**  
*Senegambia Hotel*

This session will discuss the U.S. budget process, from the day the President delivers a budget to Congress, to the eventual adoption of budget bills the President signs. It will also review weaknesses in the U.S. system like shutdowns and mammoth deficits. Finally, this session will also discuss how legislators can analyze the President's budget and how that analysis can inform legislative debate.

**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Thomas Kahn**, Former Staff Director of U.S. House Budget Committee  
Moderator: **Jenai Cox**, Deputy Director for Africa, IRI

---

12:00 – 1:00pm **Budget Session II**  
*Senegambia Hotel*

This session will discuss proposals like automatic continuing resolutions and balanced budget amendments that are designed to address weaknesses in the U.S. budget process. This session will also describe the instrumental budgetary assistance provided to Congress by the Congressional Budget Office and Government Accountability Office.

**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Thomas Kahn**, Former Staff Director of U.S. House Budget Committee  
Moderator: **Jenai Cox**, Deputy Director for Africa, IRI

---

1:00 – 2:30pm **Lunch with National Assembly Leadership**  
*Senegambia Hotel*

---



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

**Hon. Mariam Jack-Denton**, Speaker, National Assembly

2:30 – 4:00pm

**How to Engage Constituents**

*Senegambia Hotel*

Citizen engagement is an essential component to a responsive legislature. Participants will hear how citizen's feedback is collected and taken into account when legislation is being drafted.

**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Izmira Aitch**, Legislative Assistant, Rep. Gwen Moore (D-WI)  
**James Welch**, Legislative Assistant, Rep. Jackie Walorski (R-IN)  
Moderator: **Maggie Stewart**, Senior Program Associate, IRI

4:00 – 4:30pm

**Reflection Session**

*Senegambia Hotel*

Following the day of workshops, this session will be a chance for participants to provide feedback and discuss how to incorporate topics into their role as a legislator.

Moderator: **Robina Namusisi**, Resident Program Director, IRI Gambia

4:30 – 5:00pm

**Group Photo**

*Senegambia Hotel*

5:00 – 5:30pm

**Transport to Hotel**

**REST OF EVENING FREE**

**THURSDAY, February 20, 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.*

8:30 – 9:00am

**Transport to Senegambia Hotel**



---

9:00 – 10:00am

**Introduction to the Structures and Processes of Committees**

*Senegambia Hotel*

This session will begin with an overview of the committees in the U.S. House of Representatives. Participants will learn how members are selected for committees, how committee leadership is established and how they are staffed.

**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Izmira Aitch**, Legislative Assistant, Rep. Gwen Moore (D-WI)  
**James Welch**, Legislative Assistant, Rep. Jackie Walorski (R-IN)  
**Thomas Kahn**, Former Staff Director of U.S. House Budget Committee  
Moderator: **Jenai Cox**, Deputy Director for Africa, IRI

---

10:00 – 10:30am

**Coffee Break**

*Senegambia Hotel*

---

10:30 – 11:30am

**Developing Responsive and Inclusive Policy Platforms**

*Senegambia Hotel*

Participants will learn how to develop policy platforms that are inclusive of citizen needs and are responsive to issues facing the nation. This session will provide in-depth discussions on taking citizen ideas and turning them into legislation and how to effectively build and implement a policy platform.

**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Izmira Aitch**, Legislative Assistant, Rep. Gwen Moore (D-WI)  
Moderator: **Jenai Cox**, Deputy Director for Africa, IRI

---

11:30 – 12:30pm

**The Process for Drafting and Passing Legislation**

*Senegambia Hotel*

How does an idea become a law? In this session participants will learn how to draft legislation that is concurrent with the constitution, the process for introducing the legislation and how to build support amongst fellow lawmakers and citizens to successfully enact an idea into law.

**James Welch**, Legislative Assistant, Rep. Jackie Walorski (R-IN)  
**Thomas Kahn**, Former Staff Director of U.S. House Budget Committee  
Moderator: **Jenai Cox**, Deputy Director for Africa, IRI

---

12:30 – 2:00pm

**Lunch with U.S. Embassy Staff and International NGOs**

*Senegambia Hotel*

---







---

Delegates will debrief key Embassy staff, the United Nations Development Program, and the International Foundations for Electoral Systems on the HDP mission. IRI staff will be present to facilitate the conversation. The full meal will be devoted to discussion.

---

2:00 – 3:00pm      **Turning Ideas into Action**  
*Senegambia Hotel*

Participants will present on key takeaways from the workshops and discuss how they plan to implement them in their role as legislators. U.S. delegates will be able to provide feedback and explore opportunities for future U.S. engagement with the National Assembly of The Gambia.

**Hon. Nick Rahall**, Former Member of U.S. Congress (D-WV)  
**Izmira Aitch**, Legislative Assistant, Rep. Gwen Moore (D-WI)  
**James Welch**, Legislative Assistant, Rep. Jackie Walorski (R-IN)  
**Thomas Kahn**, Former Staff Director of U.S. House Budget Committee  
Moderator: **Jenai Cox**, Deputy Director for Africa, IRI

---

3:00 – 4:00pm      **House Democracy Partnership Certificate Ceremony**  
*Senegambia Hotel*

Delegates will receive a certificate signalling their participation in the HDP workshops, as well as receive a photo with U.S. delegates.

Moderator: **Robina Namusisi**, Resident Program Director, IRI Gambia

---

4:00 – 4:30pm      **Transport to Hotel**

---

4:30 – 6:00pm      **Executive Time**

---

6:00 – 6:30pm      **Transport to Ngala Lodge**

---

6:30 – 9:00pm      **Closing Dinner**  
*Ngala Lodge*

Delegates will discuss the outcomes of the week, possible areas of future engagement between the National Assembly and HDP, and prepare for the debrief meeting the next morning with the U.S. Embassy. The full meal will be devoted to discussion.

---

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

---

**REST OF EVENING FREE**

---



## FRIDAY, February 21, 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 and **casual** during departure and travel.

8:15 – 8:30am **Transport to U.S. Embassy**

8:30 – 11:00am **Debrief Meeting with U.S. Embassy**  
*TBD*

This meeting will provide the delegation the opportunity to debrief with U.S. Embassy staff on findings from the week, including information gathered in meetings, overall takeaways from conversations with stakeholders in the Gambian National Assembly and government, and future engagement with HDP.

11:00 – 11:30am **Transport to IRI Office**

11:30 – 1:30pm **Debrief with Media Civil Society Organizations**  
*IRI Office*

The U.S. delegation will meet with Gambian civil society media organizations that directly interface with the National Assembly. Participants will provide their perspectives on how the National Assembly responds to citizens, as well as how involved the public and media is in giving input on the national budget. Additionally, the delegation will be able to share their insights from the week.

1:30 – 1:45pm **Transport to Lunch**  
*Butcher's Cafe*

1:45 – 3:30pm **U.S. Delegation Debrief Lunch with IRI Staff**  
*Butcher's Café*

The U.S. delegation will meet with IRI staff to discuss takeaways from the workshops and provide feedback on the topics of the consultancy. Delegates will also be able to share ways HDP could engage National Assembly in the future. The full meal will be devoted to discussion.

3:30 – 4:00pm **Transport to Hotel**

4:00 – 4:30pm **Executive Time**

During this time, the delegation is encouraged to pack and prepare for travel.





---

4:30 – 5:15pm

**Check Out of Hotel**  
*Hotel Lobby*

IRI staff will meet delegates in the hotel lobby to assist with check out. Please be prepared with a credit card or cash to pay for any personal incidentals incurred during your stay.

---

5:15 – 5:45pm

**Transport to Airport**

---

8:15pm

**Depart Banjul for Brussels on *Brussels Airlines 204***

---



**Question 4:**

**James Welsh** serves as an advisor to HDP member Rep. Jackie Walorski. In his capacity, he is an expert on drafting legislation and committee processes.

**Izmira Aitch** serves as a Legislative Assistant to HDP member Rep. Gwen Moore. She has knowledge of the region, as well as extensive understanding of legislatures and procedure.

**Question 6:**

Ms. Izmira Aitch has requested to extend her trip at her personal expense at the conclusion of the official programming on February 21. She will return to Washington, DC on February 25, 2020.