



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, by email at gifttravelreports@mail.house.gov, 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.

- Name of Traveler: Derek Luyten
- a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: 10/23/2021 Return: 10/28/2021
 b. Dates at Personal Expense, if any: _____ OR None
- Departure City: Washington, DC Destination: Nairobi Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: National Democratic Institute

6. Describe Meetings and Events Attended:
 This trip implemented a House Democracy Partnership program working with the Kenyan Parliamentary Research Service (PRS). The trip included several meetings with senior stakeholders within the Kenyan Parliament, including the Clerk, and two days of best practice sharing and strategizing to improve the PRS.

- Attached to this form are **each** of the following, **signify that each item is attached by checking the corresponding box**:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all attachments and the Additional Sponsor Form(s)**;
 - page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - the letter from the Committee on Ethics approving my participation on this trip.
- 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:

U.S. HOUSE OF REPRESENTATIVES
 CLERK OF THE HOUSE
 21 NOV 15 PM 1:42
 HOUSE OF REPRESENTATIVES RESOURCE CENTER

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

Signature of Traveler: Date: 11/11/2021

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: Chairman Gregory W. Meeks Date: 11/15/2021

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: National Democratic Institute
- Travel Destination(s): Nairobi, Kenya
- Date of Departure: October 23, 2021 Date of Return: October 28, 2021
- 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.

- 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				\$39.19, COVID-19 Rapid Test
Accompanying Family Member				

- 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: 11/10/2021

Name: _____ Title: _____

Organization: _____

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

Address: _____

Email: sander@ndi.org Telephone: 202-728-5500

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.



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
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. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 23, 2021 Date of return: October 29, 2021
7. a. City of departure: Washington, D.C.
b. Destination(s): Nairobi, Kenya
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; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - 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:



10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. *Check only one of the following:*
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
Please see addendum

13. *Answer parts a and b. Answer part c if necessary:*
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. *Check only one.* I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
Please see addendum
 - 2) Provide the reason for selecting the location of the event or trip:
Please see addendum

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Filton Nairobi City: Nairobi Cost Per Night: \$25C
Reason(s) for Selecting: Please see addendum
- Hotel Name: Filton Garden Inn City: Nairobi Cost Per Night: \$25C
Reason(s) for Selecting: Please see addendum
- 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 the 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	\$2249	\$1,CCC	\$28C.25
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	\$51	Single Entry Visa Fee	
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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: September 24, 2021

Name: Sander Schultz Title: Chief Financial Officer

Organization: National Democratic Institute

Address: 455 Massachusetts Ave NW, 8th Floor, Washington, DC 20001

Email: sander@ndi.org Telephone: 202-728-5500

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

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

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Derek Luyten

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

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

Signature: _____

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): House Foreign Affairs Committee

Office Address: 2170 RHOB

Telephone Number: 202-225-5021

Email Address of Contact Person: derek.luyten@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.

RECEIVED
2021 SEP 28 AM 11:12
COMMITTEE ON ETHICS



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Derek Luyten
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
National Democratic Institute
3. City and State **OR** Foreign Country of Travel : Kenya
4. a. Date of Departure: Oct 23, 2021 Date of Return: Oct 29, 2021
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No 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)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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.
This trip is to implement a House Democracy Partnership (HDP) program with parliamentary staff from the Kenyan Parliament. As Executive Director of HDP, I will oversee implementation and contribute to different sessions throughout the program. I will also represent our HDP Members, including Chairman David Price (D-NC) and Cochair Vern Buchanan (R-FL).
9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
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 09/24/2021

Theodore E. Deutch, Florida
Chairman
Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

October 12, 2021

Mr. Derek Luyten
Committee on Foreign Affairs
2170 Rayburn 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 Kenya,¹ scheduled for October 23 to 29, 2021, sponsored by National Democratic Institute.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 \$415 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 \$415] 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

¹ Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the 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. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

Sincerely,



Theodore E. Deutch
Chairman



Jackie Walorski
Ranking Member

TED/JW:smm



HDP Technical Assistance Consultancy

Practicing Advanced Research Analysis in Kenya

October 23-28, 2021

As the representative body of government, it is crucial for parliament to deliver on the needs of citizens through informed and quality legislation and by holding the government to account. To successfully fulfill these roles, parliaments depend on accurate, objective, and timely information and support, which is typically provided by nonpartisan research and library personnel. Since 2003, the Parliamentary Research Service (PRS) of the Parliament of Kenya has supported the parliament's research needs as a non-partisan, specialized department within the legislature. From October 23-28, 2021, the National Democratic Institute will organize a House Democracy Partnership exchange between researchers and analysts of the PRS and staff from the U.S. Congressional Research Service (CRS). The exchange will consist of a tailored peer-to-peer capacity-building workshop for research and library professionals. Discussions will include specific topics on knowledge management of research products and institutionalizing regular training for staff to strengthen their research and analysis skills as well as modernizing institutions through strengthened parliamentary research and training. Session discussions will also touch upon the importance of objective and nonpartisan research to support legislative integrity; challenges of and strategies for cultivating trust by members and partisan staff; and concerns related to openness, transparency, and access to information.

Saturday, October 23, 2021 Travel

Departure from Washington, D.C.

5:55 PM **Depart from Dulles International Airport**
United Airlines 8826

Sunday, October 24, 2021 Travel and Arrival in Nairobi

7:30 AM **Arrive Frankfurt, Germany**
Layover in Frankfurt



11:10 AM Depart Frankfurt, Germany
Lufthansa 590

8:10 PM Arrive Nairobi, Kenya

Monday, October 25, 2021
Nairobi, Kenya

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

8:00 - 9:00 AM **Working Breakfast: Introductory Meeting and Briefing with NDI Team**
Radisson Blu Hotel, Breakfast Area

This meeting will provide an opportunity for the U.S. Delegation to meet with NDI-Kenya staff, who will provide an overview of the Parliamentary Research Services, identify proposed goals and outcomes for the trainings, and provide context on the Kenya Parliament.

Attendees:

Dennis Omondi, Country Director, NDI Kenya
Benedictus Rono, Program Manager, NDI Kenya

9:00 - 10:00 AM **Transfer to Parliament**

10:00 - 11:00 AM **Meeting with Clerk of the National Assembly**
Kenya National Assembly

This meeting will provide the delegation with the opportunity to introduce themselves and discuss shared goals for the week's meetings and trainings. The U.S. Delegation will also introduce its goals for sustained engagement with the Kenya National Assembly, and will discuss with the Clerk how this training can continue to be built upon in future exchanges. Derek Luyten, Executive Director of the House Democracy Partnership, will also share information regarding HDP's goals for sustained engagement with the Kenya National Assembly.

Attendees:

Mr. Michael Sialai, Clerk of the National Assembly
Mr. Bonnie Mathoko, Chief Research Officer
Dr. Kefa Omoti, Principal Research Officer

Mr. Benson Inzofu Mwale, Clerk Assistant II

11:00 - 12:00 PM

Meeting with Paul Metich, Director of Information and Research Services

Kenya National Assembly

This discussion will provide an opportunity for the leadership of the Parliamentary Research Services to share priorities for their office, current challenges and successes, and opportunities for growth. This discussion will help inform presentations given during the following workshop days.

Attendees:

Mr. Clement Nyandiere, Director General, Parliamentary Joint Services
Mr. Paul Ngetich, Director, Information and Research Services
Mr. Bonnie Mathooko, Chief Research Officer
Dr. Kefa Omoti, Principal Research Officer
Ms. Marale Sande, Senior Research and Policy Analyst
Mr. Charles Korir, Chief Administrative Officer, Office of the Director General

12:00 - 1:00 PM

Meeting with National Assembly Staff

Kenya National Assembly

In this meeting, the U.S. Delegation will meet with staff of the National Assembly to discuss and better understand how staff and members utilize the Parliamentary Research Services and areas of opportunity for better collaboration between staff and the research office.

Attendees:

Mrs. Vane Akama, Director, Legal Services
Mr. Dennis Abisai, Deputy Director, Legal Services
Mr. Bonnie Mathooko, Chief Research Officer
Dr. Kefa Omoti, Principal Research Officer
Mr. Daniel Mutunga, Principal Clerk Assistant I
Mr. George Gazemba, Principal Clerk Assistant I
Mr. Abenayo Wasike, Principal Clerk Assistant I
Mr. Abdullah Adan, Principal Clerk Assistant I
Mr. Oscar Namulanda, Principal Clerk Assistant I
Ms. Susan Maritim, Senior Clerk Assistant
Mr. Lenard Machira, Senior Clerk Assistant
Mr. Adan Gindicha, Senior Clerk Assistant
Ms. Leah Wanjiru, Senior Clerk Assistant
Mr. Joseph Ndirangu, Senior Fiscal Analyst
Mr. Victor Weke, Clerk Assistant I
Ms. Rose Wanjohi, Clerk Assistant I
Ms. Tracy Chebet, Clerk Assistant I
Ms. Aaron Tungo, Clerk Assistant I

Mr. Inzofu Mwale, Clerk Assistant II
Mr. Douglas Katho, Clerk Assistant II
Ms. Angeline Naserian, Clerk Assistant II
Mr. Jimale Mohamed, Clerk Assistant II
Mr. Abdifatah Bule, Clerk Assistant II
Mr. Phillip Lekarkar, Clerk Assistant II
Ms. Ella Kendi, Clerk Assistant II
Mr. Hassan Arale, Clerk Assistant II

1:00 PM - 2:00 PM **Lunch**
Kenya National Assembly Dining Room

2:00 PM - 3:00 PM **Transfer to AFIDEP Offices**

3:00 - 4:00 PM **Meeting with African Institute for Development Policy (AFIDEP)**

This meeting will provide an opportunity for the delegation to discuss the work that AFIDEP has conducted with the Kenya Parliament and Parliamentary Research Services, as well as potential avenues for enhanced collaboration between the Parliamentary Research Services and civil society organizations.

Location:

*African Institute for Development Policy
6th Floor (Block A), Westcom Point Building
Mahiga Mairu Avenue, off Waiyaki Way
Westlands, Nairobi, Kenya*

Attendees:

*Dr. Eliya M. Zulu, Executive Director
Ms. Violet I. Murunga, Senior Research and Policy Associate
Mr. Bernard O. Onyango, Senior Research and Policy Analyst
Ms. Elizabeth Kahurani, Policy Engagement and Communications Manager*

4:00 - 5:15 PM **Transfer to Radisson Blu Hotel**

5:15 - 6:30 PM **Meeting with Mzalendo Trust**
Radisson Blu Hotel, Fire Lake Grill

In this meeting, the U.S. delegation will meet with representatives from Mzalendo Trust to discuss how collaboration could be built with the

parliamentary research service to better provide timely, and accurate information to members and staff.

Attendees:

Caroline Gaita, Executive Director, Mzalendo Trust

Loise Mwakamba, Communication Officer, Mzalendo Trust

6:30 - 7:30 PM **Free time**

7:00 PM **Dinner**

*The Bistro at Palacina
Kitale Lane, Nairobi, Kenya*

**Tuesday, October 26, 2021
Nairobi, Kenya**

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

During training sessions at the Radisson Blu Hotel, attendees will include approximately 25 staff of the Kenya Parliamentary Research Services.

9:00 - 9:30 AM **Introductions and Welcome from HDP**
Radisson Blu Hotel Conference Space

Derek Luyten, Executive Director of the House Democracy Partnership, will welcome participants on behalf of HDP, provide an introduction to the week's program, and discuss the importance of strong library and research offices.

9:30 - 9:45 AM **Welcome Remarks by Mr. Clement Nyandiere - Director General, Parliamentary Joint Services**
Radisson Blu Hotel Conference Space

During this session, Mr. Clement Nyandiere will discuss the Parliamentary Research Service's current work and priorities, as well as challenges they are facing. He will also share specific goals that the research service has for the two-day training.

9:45 AM - 11:15 AM **Deep dive on research techniques & maintaining impartiality**
Radisson Blu Hotel Conference Space

During this session, analysts from the Congressional Research Service will provide an overview of both traditional and new techniques in research methodology and strategies for ensuring objectivity of research products. The speakers will also address concrete questions from participants about best practices for developing strong research reports.

11:15 AM - 12:30 PM **Engaging with External Stakeholders**
Radisson Blu Hotel Conference Space

In this session, CRS Analysts will be joined by representatives from civil society and academia to explore the ways in which the Parliamentary Research Services can engage with external stakeholders in creating research and reports. CRS will discuss the ways in which it engages externally, and representatives from CSOs and academia will explore the ways in which they could produce synergies with the work of the research services.

12:30 PM - 2:00 PM **Working Lunch**
Radisson Blu Hotel

During this working lunch, speakers will break into small groups to speak one on one with program participants and discuss individual challenges, successes, and strategies for improving the effectiveness of the research services.

2:00 PM - 3:30 PM **Proactive research, staff development, institutional capacity building**
Radisson Blu Hotel Conference Space

In the day's final session, delegates will discuss how CRS decides on which issues to conduct proactive research, rather than responding to concrete requests. They will discuss the public nature of these reports and how they differ in format and content from member-requested research. Speakers will also explore how CRS staff advance their own professional development and issue-based knowledge, as well as how CRS builds its own institutional capacity, support staff, and strategically plan for the future.

3:30 - 6:30 PM **Free time**

6:30 PM **Dinner**

Location:
Nairobi Street Kitchen
Mpaka Rd,
Westlands, Nairobi, Kenya

Wednesday, October 27, 2021
Nairobi, Kenya

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 AM **Creating Effective Reports for MPs and Staff**
Radisson Blu Hotel Conference Space

In this session, CRS Analysts will discuss the effective formats for research reports, using publicly available CRS reports as examples. They will also provide guidance for creating reports that are most useful for members and staff of the Parliament, and how to translate technical issues into more accessible language for members and staff. Derek Luyten will discuss how CRS reports are utilized from the member and staff perspective, and what attributes can contribute to strong reports.

10:30 AM - 12:00 PM **Building Strong Relationships with Member and Committee Offices**
Radisson Blu Hotel Conference Space

Speakers will take this opportunity to discuss how CRS builds strong relationships with member and committee offices, how it prioritizes requests from various stakeholders, and how it identifies timelines to produce work. Speakers will also discuss the role of confidentiality in responding to requests and building confidence in the research institution. Participants will have the opportunity to ask questions to the delegation about suggestions on best practice approaches to manage strong relationships between the Parliament and the Research Services in Kenya.

12:00 - 1:30 PM

Working Lunch
Radisson Blu Hotel

During this working lunch, speakers will break into small groups to speak one on one with program participants and discuss individual challenges, successes, and strategies for improving the effectiveness of the research services.

1:30 - 3:00 PM

The Role of Research Services for Parliamentary Oversight
Radisson Blu Hotel Conference Space

In this session, CRS Analysts will explore the impact of strong research services on the capacity of parliament to conduct strong legislative reform and oversight activities. They will also discuss the importance of research services in informing policy decisions with objective information.

3:00 - 3:30 PM

Identifying takeaways, and Strategic Planning Next Steps
Radisson Blu Hotel Conference Space

To conclude the program, this session will allow participants and open forum to discuss any remaining questions they have following the training. Together with the U.S. delegation, they will identify next steps and program takeaways for the research services.

3:30 - 4:00 PM

Closing Coffee and Final Discussions

4:00 - 8:00 PM

Free time

8:00 PM

Transfer to Jomo Kenyatta International Airport

11:55 PM

Departure from Nairobi, Kenya
Air France 813

Thursday, October 28, 2021
Arrival in Washington, D.C.

7:25 AM **Arrive in Paris, France**
Layover in Paris

12:25 PM **Depart Paris, France**
United Airlines 914

3:10 PM **Arrive Washington Dulles International Airport**

Workshop Attendees, Tuesday October 26 and Wednesday, October 27, 2021

U.S. Delegation

Derek Luyten, Executive Director, House Democracy Partnership

*Stephen Dagadakis, Head of the Congressional Programs and Communications Office,
CRS*

*Julie Kim, Head of the Europe and the Americas Section of the Foreign Affairs, Defense,
and Trade Division, CRS*

Lauren Ploch Blanchard, Specialist in African Affairs, CRS

Kenya Delegation

Bonnie Mathooko, Chief Research Officer, Parliamentary Research Services, Parliament of Kenya

Dr. Kefa Omoti, Principal Research Officer, Parliamentary Research Services, Parliament of Kenya

Marale Sande, Chief Research Officer, Parliamentary Research Services, Parliament of Kenya

Clare Kidombo, Research Officer I, Parliamentary Research Services, Parliament of Kenya

Said Osman, Research Officer I, Parliamentary Research Services, Parliament of Kenya

Sharon Rotino, Research Officer II, Parliamentary Research Services, Parliament of Kenya

Eric Kariuki, Research Officer II, Parliamentary Research Services, Parliament of Kenya

Joseph Tiyan, Research Officer II, Parliamentary Research Services, Parliament of Kenya

James Muguna, Research Officer II, Parliamentary Research Services, Parliament of Kenya

Vitus Oketch, Research Officer II, Parliamentary Research Services, Parliament of Kenya

David Ngeno, Research Officer II, Parliamentary Research Services, Parliament of Kenya

Delvis Onyancha, Research Officer III, Parliamentary Research Services, Parliament of Kenya

James Ginono, Senior Clerk Assistant, Parliamentary Research Services, Parliament of Kenya

Leonard Machuria, Senior Clerk Assistant, Parliamentary Research Services, Parliament of Kenya

Adan Gindicha, Senior Clerk Assistant, Parliamentary Research Services, Parliament of Kenya

Aron Tungo, Clerk Assistant I, Parliamentary Research Services, Parliament of Kenya

Victor Weke, Clerk Assistant I, Parliamentary Research Services, Parliament of Kenya

Rose Wanjohi, Clerk Assistant I, Parliamentary Research Services, Parliament of Kenya

Benson Inzofu, Clerk Assistant II, Parliamentary Research Services, Parliament of Kenya

Perpetual Muiga, Clerk Assistant II, Parliamentary Research Services, Parliament of Kenya

Joyce Lemereh, Clerk Assistant III, Parliamentary Research Services, Parliament of Kenya

Clement Nyandiere, Director General, Parliamentary Joint Services, Parliament of Kenya

Winnie Kulei, Parliamentary Research Services, Parliament of Kenya

Chelagat T. Aaron, Parliamentary Research Services, Parliament of Kenya

Moderators

Frieda Arenos, Program Director, NDI

Anthony DeAngelo, Senior Program Manager, NDI

MEMO

DATE: September 27, 2021
TO: Committee on Ethics
CC: Stéphane Le Boudier

RE: Form submission date

Derek Luyten, Executive Director of the House Democracy Partnership (HDP), is requesting Ethics approval to travel to Kenya from October 23-28, 2021. This trip is being sponsored by HDP partner, the National Democratic Institute (NDI), for which the purpose will be to implement a research-focused program with the Kenyan Parliamentary Research Service.

NDI sent Derek the Primary Trip Sponsor form on the afternoon of Friday, September 24. Unfortunately, the first opportunity for Derek to obtain the employing Member signature was on September 28, causing the submission of the approval package to be tardy by two business days.



HDP Technical Assistance Consultancy

Practicing Advanced Research Analysis in Kenya

October 23-29, 2021

As the representative body of government, it is crucial for parliament to deliver on the needs of citizens through informed and quality legislation and by holding the government to account. To successfully fulfill these roles, parliaments depend on accurate, objective, and timely information and support, which is typically provided by nonpartisan research and library personnel. Since 2003, the Parliamentary Research Service (PRS) of the Parliament of Kenya has supported the parliament's research needs as a non-partisan, specialized department within the legislature. From October 23-29, 2021, the National Democratic Institute will organize a House Democracy Partnership exchange between researchers and analysts of the PRS and staff from the U.S. Congressional Research Service (CRS). The exchange will consist of a tailored peer-to-peer capacity-building workshop for research and library professionals. Discussions will include specific topics on knowledge management of research products and institutionalizing regular training for staff to strengthen their research and analysis skills as well as modernizing institutions through strengthened parliamentary research and training. Session discussions will also touch upon the importance of objective and nonpartisan research to support legislative integrity; challenges of and strategies for cultivating trust by members and partisan staff; and concerns related to openness, transparency, and access to information.

Saturday, October 23, 2021

Travel

Departure from Washington, D.C.

5:45 PM **Depart from Dulles International Airport**
United Airlines 989

Sunday, October 24, 2021

Travel

7:30 AM **Arrive Frankfurt, Germany**
Layover in Frankfurt

11:10 AM **Depart Frankfurt, Germany**
Lufthansa 590

8:10 PM **Arrive Nairobi, Kenya**

Monday, October 25, 2021
Nairobi, Kenya

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

9:00 AM **Transfer to NDI Offices**

9:30 AM **Introductory Meeting and Briefing with NDI Team**
- 11:00 AM *NDI Kenya Office*

This meeting will provide an opportunity for the U.S. Delegation to meet with NDI-Kenya staff, who will provide an overview of the Parliamentary Research Services, identify proposed goals and outcomes for the trainings, and provide context on the Kenya Parliament.

Attendees:

Dennis Omondi, Country Director, NDI Kenya
Benedictus Rono, Senior Program Officer, NDI Kenya

11:00 AM **Transfer to Parliament**

11:45 AM **Meeting with Clerk of the National Assembly**
Kenya National Assembly

This meeting will provide the delegation with the opportunity to introduce themselves and discuss shared goals for the week's meetings and trainings. The U.S. Delegation will also introduce its goals for sustained engagement with the Kenya National Assembly, and will discuss with the Clerk how this training can continue to be built upon in future exchanges. Derek Luyten, Executive Director of the House Democracy Partnership, will also share information regarding HDP's goals for sustained engagement with the Kenya National Assembly.

Attendees:

Mr. Michael Sialai, Clerk of the National Assembly

12:00 PM **Working Lunch with Member and Committee Staff**
Kenya National Assembly

In this working lunch, the U.S. Delegation will meet with staff of the National Assembly to discuss and better understand how staff and members utilize the Parliamentary Research Services and areas of opportunity for better collaboration between staff and the research office.

Attendees:

Representatives from the Committee on Finance and National Planning

1:30 PM Meeting with Leadership of the Parliamentary Research Services
Kenya National Assembly

This discussion will provide an opportunity for the leadership of the Parliamentary Research Services to share priorities for their office, current challenges and successes, and opportunities for growth. This discussion will help inform presentations given during the following workshop days.

Attendees:

Mr. Paul Ngetich, Director of Information and Research Services

3:00 PM Meeting with MPs
Kenya National Assembly

This meeting will provide an opportunity to gather information on the utilization of the research services from the perspective of Members of Parliament, and will also allow the delegation time to discuss with members HDP's goals for continued engagement with the parliament. Attendees will have the opportunity to collaborate with the U.S. Delegation on identifying priorities for future engagements.

Attendees:

4:00 PM Transfer to NDI-Kenya Office

5:00 PM Meeting with civil society organizations
NDI Kenya Office

In this meeting, the U.S. delegation will discuss with representatives from CSOs, academia, and the media on ways in which collaboration could be built with the parliamentary research service to better provide timely, and accurate information to members and staff.

Attendees:

6:00 PM Transfer to Dinner
Hilton Nairobi

**Tuesday, October 26, 2021
Nairobi, Kenya**

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

- 7:30 AM** **Transfer to Hilton Garden Inn**
- 8:30 AM** **Arrive Hilton Garden Inn; check in**
- The delegation will have the opportunity to check in to the hotel and prepare for the day's training sessions.
- 9:00 - 9:30 AM** **Introductions and welcome from HDP**
Hilton Garden Inn Conference Space
- Derek Luyten, Executive Director of the House Democracy Partnership, will welcome participants on behalf of HDP, provide an introduction to the week's program, and discuss the importance of strong library and research offices.
- 9:30 - 10:30 AM** **Welcome remarks from the Kenya Research office, goals for training, dialogue/listening**
Hilton Garden Inn Conference Space
- During this session, participants from the Kenya Parliamentary Research Services will have the opportunity to discuss their current work and priorities, as well as challenges they are facing. They will also share specific goals for the two-day training, and delegates will have the opportunity for a discussion to identify concrete outcomes for the workshop.
- 10:30 - 12:00 PM** **Deep dive on research techniques & maintaining impartiality**
Hilton Garden Inn Conference Space
- During this session, analysts from the Congressional Research Service will provide an overview of both traditional and new techniques in research methodology and strategies for ensuring objectivity of research products. The speakers will also address concrete questions from participants about best practices for developing strong research reports.
- 12:00 - 1:15 PM** **Working Lunch**
Hilton Garden Inn
- During this working lunch, speakers will take the time to speak one on one with program participants to discuss individual challenges, successes, and strategies for improving the effectiveness of the research services.

- 1:15 - 2:45 PM** **Strategies to translate technical issues into readable language for MPs and staff**
Hilton Garden Inn Conference Space
- In this session, CRS Analysts will discuss the effective formats for research reports, using publicly available CRS reports as examples. They will also provide guidance for creating reports that are most useful for members and staff of the Parliament, and how to translate technical issues into more accessible language for members and staff. Derek Luyten will discuss how CRS reports are utilized from the member and staff perspective, and what attributes can contribute to strong reports.
- 2:45 - 3:30 PM** **Coffee Break**
- 3:30 - 5:00 PM** **Proactive research, staff development, institutional capacity Building**
Hilton Garden Inn Conference Space
- In the day's final session, delegates will discuss how CRS decides on which issues to conduct proactive research, rather than responding to concrete requests. They will discuss the public nature of these reports and how they differ in format and content from member-requested research. Speakers will also explore how CRS staff advance their own professional development and issue-based knowledge, as well as how CRS builds its own institutional capacity, support staff, and strategically plan for the future.
- 5:00 PM** **Free time**
- 6:00 PM** **Dinner**
Hilton Garden Inn

Wednesday, October 27, 2021
Nairobi, Kenya

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 AM** **Building Relationships with member and committee Offices**
Hilton Garden Inn Conference Space
- Speakers will take this opportunity to discuss how CRS builds strong relationships with member and committee offices, how it prioritizes requests from various stakeholders, and how it identifies timelines to produce work. Speakers will also discuss the role of confidentiality in

responding to requests and building confidence in the research institution. Participants will have the opportunity to ask questions to the delegation about suggestions on best practice approaches to manage strong relationships between the Parliament and the Research Services in Kenya.

10:30 - 12:00 PM

Role of research services for parliamentary oversight

Hilton Garden Inn Conference Space

In this session, CRS Analysts will explore the impact of strong research services on the capacity of parliament to conduct strong legislative reform and oversight activities. They will also discuss the importance of research services in informing policy decisions with objective information.

12:00 - 1:15 PM

Lunch

1:15 - 2:30 PM

Engaging with external stakeholders

Hilton Garden Inn Conference Space

In this session, CRS Analysts will be joined by representatives from civil society and academia to explore the ways in which the Parliamentary Research Services can engage with external stakeholders in creating research and reports. CRS will discuss the ways in which it engages externally, and representatives from CSOs and academia will explore the ways in which they could produce synergies with the work of the research services.

2:30 - 3:00 PM

Coffee Break

3:00 - 5:00 PM

Q & A about any program topics, takeaways, and strategic planning for implementation

Hilton Garden Inn Conference Space

To conclude the program, this session will allow participants and open forum to discuss any remaining questions they have following the training. Together with the U.S. delegation, they will identify next steps and program takeaways for the research services. This time may also be utilized to provide concrete feedback on research reports created by the Research Services.

5:00 PM

Free time

5:30 PM

Transfer to *Hilton Nairobi*

6:30 PM

Arrival and Check -in

7:00 PM

Dinner

Hilton Nairobi

Thursday, October 28, 2021

Debrief and Departure to Washington, D.C.

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

9:00 AM **Transfer to NDI office**

10:00 AM - **Debrief with NDI staff**
12:00 PM *NDI Kenya Office*

The delegation will take this time to review the week's meetings and trainings with NDI-Kenya staff. During this time, delegates will share takeaways for future engagements, identify priorities for the Kenyan parliament in future HDP engagements, and discuss areas of synergy between ongoing NDI programming, HDP programming, and parliamentary priorities.

12:00 PM - **Return to hotel; free time to prepare for departure**
6:00 PM

6:00 PM **Depart for Nairobi Airport**

10:25 pm **Departure from Nairobi, Kenya**
Lufthansa 591

Friday, October 29, 2021

Arrival in Washington, D.C.

5:40 AM **Arrive Frankfurt, Germany**
Layover in Frankfurt

1:15 PM **Depart Frankfurt, Germany**
United 988

3:55 PM **Arrive Dulles International Airport**

4. Derek Luyten, Executive Director of the House Democracy Partnership (HDP), has been invited to travel to Nairobi, Kenya, to attend a technical assistance consultancy (TAC) working with Kenyan Research Service Staff (MPs) on strengthening the legislative research process and capabilities. 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 Kenya, as well as share experience related to how research services are utilized.

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 Kenya. NDI has been funded by the **U.S. Agency for International Development (USAID)** to support initiatives undertaken to enhance the integrity of partner legislatures through technical consultancies. NDI is responsible for arranging all logistics of the program, including scheduling meetings, providing travel and accommodation for arrangements, and defining the program methodology. USAID has provided grant funds to NDI for this purpose.

15b.

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

Saturday, October 23	Dinner: \$0 (in flight)
Sunday, October 24 Arrival in Nairobi	Breakfast: \$0 (in flight) Lunch: \$0 (in flight) Dinner: \$35.60
Monday, October 25 Nairobi	Breakfast: \$0 (included in hotel rate) Lunch: \$22.25 Dinner: \$35.60
Tuesday, October 26 Nairobi	Breakfast: \$0 (included in hotel rate) Lunch: \$22.25 Dinner: \$35.60
Wednesday, October 27 Nairobi	Breakfast: \$0 (included in hotel rate) Lunch: \$22.25 Dinner: \$35.60

Thursday, October 28 Breakfast: \$0 (included in hotel rate)
Nairobi Lunch: \$22.25
 Dinner: \$35.60

Friday, October 29 Breakfast: \$13.25
Arrival in DC Lunch: \$0 (in flight)

2) **Kenya** is a partner country of the House Democracy Partnership (HDP). Through HDP, members of parliament and parliamentary staff from Kenya have visited the United States on peer-to-peer exchanges intended to bolster parliaments' capacity to conduct effective oversight, strengthen parliamentary research services, and strengthen committee operations. Since 2003, the Parliamentary Research Service (PRS) of the Parliament of Kenya has supported the parliament's research needs as a non-partisan, specialized department within the legislature. The exchange will consist of a tailored peer-to-peer capacity-building workshop for research and library professionals. Discussions will include specific topics on knowledge management of research products and institutionalizing regular training for staff to strengthen their research and analysis skills as well as modernizing institutions through strengthened parliamentary research and training. Nairobi is the capital and the seat of the Parliament.

16. NDI selected the Hilton Nairobi based on 1) its central location and close proximity to the Parliament of Kenya and NDI's office, which will make it easy to get to meeting sites, 2) its location in a secure neighborhood in the city, ensuring the safety of travelers, and 3) its price, which is reasonable for the level of accommodation it provides compared to hotels of the same caliber in the city. The Hilton Garden Inn was similarly chosen based on its high quality accommodations and its ability to host a full training and conference, as well as its reasonable price.

18.

Breakdown of transportation costs:

Airfare: \$1899

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

Airport transfers in Nairobi: \$50 (estimate)

Transportation within Nairobi: \$150 (estimate)



HDP Technical Assistance Consultancy

Practicing Advanced Research Analysis in Kenya

October 23-29, 2021

As the representative body of government, it is crucial for parliament to deliver on the needs of citizens through informed and quality legislation and by holding the government to account. To successfully fulfill these roles, parliaments depend on accurate, objective, and timely information and support, which is typically provided by nonpartisan research and library personnel. Since 2003, the Parliamentary Research Service (PRS) of the Parliament of Kenya has supported the parliament's research needs as a non-partisan, specialized department within the legislature. From October 23-29, 2021, the National Democratic Institute will organize a House Democracy Partnership exchange between researchers and analysts of the PRS and staff from the U.S. Congressional Research Service (CRS). The exchange will consist of a tailored peer-to-peer capacity-building workshop for research and library professionals. Discussions will include specific topics on knowledge management of research products and institutionalizing regular training for staff to strengthen their research and analysis skills as well as modernizing institutions through strengthened parliamentary research and training. Session discussions will also touch upon the importance of objective and nonpartisan research to support legislative integrity; challenges of and strategies for cultivating trust by members and partisan staff; and concerns related to openness, transparency, and access to information.

Saturday, October 23, 2021 Travel

Departure from Washington, D.C.

5:45 PM **Depart from Dulles International Airport**
United Airlines 989

Sunday, October 24, 2021 Travel and Arrival in Nairobi

7:30 AM **Arrive Frankfurt, Germany**
Layover in Frankfurt



11:10 AM Depart Frankfurt, Germany
Lufthansa 590

8:10 PM Arrive Nairobi, Kenya

Monday, October 25, 2021
Nairobi, Kenya

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

9:00 AM Transfer to NDI Offices

9:30 AM - 11:00 AM **Introductory Meeting and Briefing with NDI Team**
NDI Kenya Office

This meeting will provide an opportunity for the U.S. Delegation to meet with NDI-Kenya staff, who will provide an overview of the Parliamentary Research Services, identify proposed goals and outcomes for the trainings, and provide context on the Kenya Parliament.

Attendees:

Dennis Omondi, Country Director, NDI Kenya
Benedictus Rono, Senior Program Officer, NDI Kenya

11:00 AM **Transfer to Parliament**

11:45 AM **Meeting with Clerk of the National Assembly**
Kenya National Assembly

This meeting will provide the delegation with the opportunity to introduce themselves and discuss shared goals for the week's meetings and trainings. The U.S. Delegation will also introduce its goals for sustained engagement with the Kenya National Assembly, and will discuss with the Clerk how this training can continue to be built upon in future exchanges. Derek Luyten, Executive Director of the House Democracy Partnership, will also share information regarding HDP's goals for sustained engagement with the Kenya National Assembly.

Attendees:

Mr. Michael Sialai, Clerk of the National Assembly

1:00 PM **Working Lunch with National Assembly Staff**
Kenya National Assembly

In this working lunch, the U.S. Delegation will meet with staff of the National Assembly to discuss and better understand how staff and members utilize the Parliamentary Research Services and areas of opportunity for better collaboration between staff and the research office.

Attendees:

Mr. Samuel Njoroge, Director, Directorate of Legislative & Procedural Services

Mr. Kipkemoi Arap Kirui, Deputy Director, Legislative & Procedural Services

2:00 PM

Meeting with Leadership of the Parliamentary Research Services
Kenya National Assembly

This discussion will provide an opportunity for the leadership of the Parliamentary Research Services to share priorities for their office, current challenges and successes, and opportunities for growth. This discussion will help inform presentations given during the following workshop days.

Attendees:

Mr. Paul Ngetich, Director of Information and Research Services

3:00 PM

Meeting with Members of the Kenya National Assembly
Kenya National Assembly

This meeting will provide an opportunity to gather information on the utilization of the research services from the perspective of Members of Parliament, and will also allow the delegation time to discuss with members HDP's goals for continued engagement with the parliament. Attendees will have the opportunity to collaborate with the U.S. Delegation on identifying priorities for future engagements.

Attendees:

Members of the Committee on Procedure and House Rules and the Committee on Finance and National Planning

4:00 PM

Transfer to NDI-Kenya Office

5:00 PM

Meeting with civil society organizations
NDI Kenya Office

In this meeting, the U.S. delegation will discuss with representatives from CSOs, academia, and the media on ways in which collaboration could be built with the parliamentary research service to better provide timely, and accurate information to members and staff.

Attendees:

Caroline Gaita, Executive Director, Mzalendo Trust
Sheila Masinde, Program Manager at Transparency International-Kenya

6:00 PM **Transfer to Dinner**
Hilton Nairobi

Tuesday, October 26, 2021
Nairobi, Kenya

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

During training sessions at the Hilton Garden Inn, attendees will include approximately 20-25 staff of the Kenya Parliamentary Research Services.

7:30 AM **Transfer to Hilton Garden Inn**

8:30 AM **Arrive Hilton Garden Inn; check in**

The delegation will have the opportunity to check in to the hotel and prepare for the day's training sessions.

9:00 - 9:30 AM **Introductions and Welcome from HDP**
Hilton Garden Inn Conference Space

Derek Luyten, Executive Director of the House Democracy Partnership, will welcome participants on behalf of HDP, provide an introduction to the week's program, and discuss the importance of strong library and research offices.

9:30 - 10:30 AM **Welcome Remarks from the Kenya Research Services and Identification of Goals for Training**
Hilton Garden Inn Conference Space

During this session, participants from the Kenya Parliamentary Research Services will have the opportunity to discuss their current work and priorities, as well as challenges they are facing. They will also share specific goals for the two-day training, and delegates will have the opportunity for a discussion to identify concrete outcomes for the workshop.

10:30 - 12:00 PM **Deep dive on research techniques & maintaining impartiality**
Hilton Garden Inn Conference Space

During this session, analysts from the Congressional Research Service will provide an overview of both traditional and new techniques in

research methodology and strategies for ensuring objectivity of research products. The speakers will also address concrete questions from participants about best practices for developing strong research reports.

12:00 - 1:15 PM

Working Lunch
Hilton Garden Inn

During this working lunch, speakers will take the time to speak one on one with program participants to discuss individual challenges, successes, and strategies for improving the effectiveness of the research services.

1:15 - 2:45 PM

Creating Effective Reports for MPs and Staff
Hilton Garden Inn Conference Space

In this session, CRS Analysts will discuss the effective formats for research reports, using publicly available CRS reports as examples. They will also provide guidance for creating reports that are most useful for members and staff of the Parliament, and how to translate technical issues into more accessible language for members and staff. Derek Luyten will discuss how CRS reports are utilized from the member and staff perspective, and what attributes can contribute to strong reports.

2:45 - 3:30 PM

Coffee Break

3:30 - 5:00 PM

Proactive research, staff development, institutional capacity Building
Hilton Garden Inn Conference Space

In the day's final session, delegates will discuss how CRS decides on which issues to conduct proactive research, rather than responding to concrete requests. They will discuss the public nature of these reports and how they differ in format and content from member-requested research. Speakers will also explore how CRS staff advance their own professional development and issue-based knowledge, as well as how CRS builds its own institutional capacity, support staff, and strategically plan for the future.

5:00 PM

Free time

6:00 PM

Dinner
Hilton Garden Inn

**Wednesday, October 27, 2021
Nairobi, Kenya**

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

During training sessions at the Hilton Garden Inn, attendees will include approximately 20-25 staff of the Kenya Parliamentary Research Services.

- | | |
|-------------------------|--|
| 8:45 AM | Registration and arrival |
| 9:00 - 10:30 AM | Building Strong Relationships with Member and Committee Offices
<i>Hilton Garden Inn Conference Space</i>

Speakers will take this opportunity to discuss how CRS builds strong relationships with member and committee offices, how it prioritizes requests from various stakeholders, and how it identifies timelines to produce work. Speakers will also discuss the role of confidentiality in responding to requests and building confidence in the research institution. Participants will have the opportunity to ask questions to the delegation about suggestions on best practice approaches to manage strong relationships between the Parliament and the Research Services in Kenya. |
| 10:30 - 12:00 PM | The Role of Research Services for Parliamentary Oversight
<i>Hilton Garden Inn Conference Space</i>

In this session, CRS Analysts will explore the impact of strong research services on the capacity of parliament to conduct strong legislative reform and oversight activities. They will also discuss the importance of research services in informing policy decisions with objective information. |
| 12:00 - 1:15 PM | Lunch |
| 1:15 - 2:30 PM | Engaging with External Stakeholders
<i>Hilton Garden Inn Conference Space</i>

In this session, CRS Analysts will be joined by representatives from civil society and academia to explore the ways in which the Parliamentary Research Services can engage with external stakeholders in creating research and reports. CRS will discuss the ways in which it engages externally, and representatives from CSOs and academia will explore the ways in which they could produce synergies with the work of the research services. |
| 2:30 - 3:00 PM | Coffee Break |

3:00 - 5:00 PM **Identifying takeaways, and Strategic Planning Next Steps**
Hilton Garden Inn Conference Space

To conclude the program, this session will allow participants and open forum to discuss any remaining questions they have following the training. Together with the U.S. delegation, they will identify next steps and program takeaways for the research services. This time may also be utilized to provide concrete feedback on research reports created by the Research Services.

5:00 PM **Free time; Hotel Check-out**

5:30 PM **Transfer to Hilton Nairobi**

6:30 PM **Arrival and Check-in**

7:00 PM **Dinner**
Hilton Nairobi

Thursday, October 28, 2021
Debrief and Departure to Washington, D.C.

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

9:00 AM **Transfer to NDI office**

10:00 AM - 12:00 PM **Debrief with NDI staff**
NDI Kenya Office

The delegation will take this time to review the week's meetings and trainings with NDI-Kenya staff. During this time, delegates will share takeaways for future engagements, identify priorities for the Kenyan parliament in future HDP engagements, and discuss areas of synergy between ongoing NDI programming, HDP programming, and parliamentary priorities.

12:00 - 6:00 PM **Return to hotel; free time to prepare for departure**

6:00 PM **Depart for Nairobi Airport**

10:25 pm **Departure from Nairobi, Kenya**
Lufthansa 591

Friday, October 29, 2021
Arrival in Washington, D.C.

5:40 AM Arrive Frankfurt, Germany
Layover in Frankfurt

1:15 PM Depart Frankfurt, Germany
United 988

3:55 PM Arrive Dulles International Airport



Attendee List, Tuesday October 26 and Wednesday, October 27, 2021

U.S. Delegation

Derek Luyten, Executive Director, House Democracy Partnership
Stephen Dagadakis, Head of the Congressional Programs and Communications Office, CRS
Julie Kim, Head of the Europe and the Americas Section of the Foreign Affairs, Defense, and Trade Division, CRS
Lauren Ploch Blanchard, Specialist in African Affairs, CRS

Kenya Delegation

Bonnie Mathooko, Chief Research Officer, Parliamentary Research Services, Parliament of Kenya
Dr. Kefa Omoti, Principal Research Officer, Parliamentary Research Services, Parliament of Kenya
Marale Sande, Chief Research Officer, Parliamentary Research Services, Parliament of Kenya
Clare Kidombo, Research Officer I, Parliamentary Research Services, Parliament of Kenya
Said Osman, Research Officer I, Parliamentary Research Services, Parliament of Kenya
Sharon Rotino, Research Officer II, Parliamentary Research Services, Parliament of Kenya
Eric Kariuki, Research Officer II, Parliamentary Research Services, Parliament of Kenya
Joseph Tiyan, Research Officer II, Parliamentary Research Services, Parliament of Kenya
James Muguna, Research Officer II, Parliamentary Research Services, Parliament of Kenya
Vitus Oketch, Research Officer II, Parliamentary Research Services, Parliament of Kenya
David Ngeno, Research Officer II, Parliamentary Research Services, Parliament of Kenya
Delvis Onyancha, Research Officer III, Parliamentary Research Services, Parliament of Kenya
James Ginono, Senior Clerk Assistant, Parliamentary Research Services, Parliament of Kenya
Leonard Machuria, Senior Clerk Assistant, Parliamentary Research Services, Parliament of Kenya
Adan Gindicha, Senior Clerk Assistant, Parliamentary Research Services, Parliament of Kenya
Aron Tungo, Clerk Assistant I, Parliamentary Research Services, Parliament of Kenya
Victor Weke, Clerk Assistant I, Parliamentary Research Services, Parliament of Kenya
Rose Wanjohi, Clerk Assistant I, Parliamentary Research Services, Parliament of Kenya
Benson Inzofu, Clerk Assistant II, Parliamentary Research Services, Parliament of Kenya
Perpetual Muiga, Clerk Assistant II, Parliamentary Research Services, Parliament of Kenya
Joyce Lemerel, Clerk Assistant III, Parliamentary Research Services, Parliament of Kenya
Clement Nyandiere, Director General, Parliamentary Joint Services, Parliament of Kenya
Winnie Kulei, Parliamentary Research Services, Parliament of Kenya
Chelagat T. Aaron, Parliamentary Research Services, Parliament of Kenya

Moderators

Frieda Arenos, Program Director, NDI
Anthony DeAngelo, Senior Program Manager, NDI



