



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.

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: April 17, 2022 Return: April 26, 2022
 - b. Dates at Personal Expense, if any: April 23-26 **OR** None
4. Departure City: Washington Destination: Nairobi Return City: Washington
5. Sponsor(s), Who Paid for the Trip: International Republican Institute
6. Describe Meetings and Events Attended:
House Democracy Partnership Commissioner staff (my) peer-to-peer engagement with the staff of the National Parliament of the Republic of Kenya to strengthen legislative practices in the field of bill drafting, constituent engagement, marginalized communities inclusion, and harmonization across various entities of legislative processes
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 *Additional Sponsor Form(s)*;
 - 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:

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

Signature of Traveler: Date: 05/03/2022

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 S. Moore Date: May 2, 2022

Signature of Supervising Member:



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SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

- Sponsor(s) who paid for the trip: International Republican Institute
- Travel Destination(s): Nairobi, Kenya
- Date of Departure: 4/17/2022 Date of Return: 4/23/22
- 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.

- 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	\$823.97	\$750	\$533	\$141.22 - Visa and program materials
Accompanying Family Member	N/A	N/A	N/A	N/A

- 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: 05/04/2022

Name: Kimber Shearer Title: Counsel and Vice President

Organization: International Republican Institute

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

Address: 1225 Eye Street NW Suite 800, Washington, DC 20005

Email: kshearer@iri.org Telephone: (202) 262-1423

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.



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TRAVELER FORM

1. Name of Traveler: Izmira Aitch
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
International Republican Institute
3. City and State **OR** Foreign Country of Travel : Kenya
4. a. Date of Departure: April 17, 2022 Date of Return: April 26, 2022
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: April 23-26
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.
My Member of Congress serves as a commissioner on the House Democracy Partnership (HDP). As her international affairs senior legislative assistant, I am responsible for her advising her on inter-parliamentary engagements with existing and prospective national legislatures of the HDP, including Kenya.
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 03/15/2022



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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:
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):
Izmira Aitch - Expert on engaging marginalized communities into the legislative drafting process
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: April 17, 2022 Date of return: April 26, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Nairobi, Kenya
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; **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:



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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:
 Through this HDP Technical Assistance Consultancy, IRI will provide technical support to participating Kenyan legislative staff on drafting legislation as well as on engaging with constituents through social media with a topical focus on advancing and protecting human rights. It will be arranged as a series of panel discussions, with U.S. trainers providing remarks before starting conversational panel sessions to provide a consultative discussion.
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):
\$83, as provided under State Department per diem rates
 2) Provide the reason for selecting the location of the event or trip:
We will be working with the Kenyan National Assembly who operate in Nairobi
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
 Hotel Name: Sankara Hotel Nairobi City: Nairobi, Kenya Cost Per Night: \$250
 Reason(s) for Selecting: Price is under State Department per diem rates
 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 the box.*



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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	\$1400	\$1000	\$550
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	\$400	Visa, ground transportation, covid testing
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: Kimber Shearer Date: 03/15/2022

Name: Kimber Shearer Title: Vice President for Strategy and Development

Organization: International Republican Institute

Address: 1225 Eye Street NW, Suite 800

Email: kshearer@iri.org Telephone: (202) 262-1423

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

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

April 11, 2022

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 Kenya,¹ scheduled for April 17 to 26, 2022, sponsored by International Republican Institute. We note that this trip includes three days at your personal expense.

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.

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>.

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 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:mc

House Democracy Partnership

Technical Assistance Consultancy

Responsive Citizen Engagement Through Social Media and Citizen-Centered Legislative Drafting

Agenda

April 17 – 22, 2022

Nairobi, Kenya





Contact Information	
Maggie Stewart, Program Officer, IRI	+1 202-957-3580
Jenna Ruffoni, Program Associate, IRI	+1 209-598-9627
Yomi Jacobs, Resident Program Director, IRI Kenya	+254 758 171 376
Sankara Nairobi, Lodging	+254 204 208000
Trademark Hotel, Event Space	+254 20 7250000
Emergency	999
U.S. Embassy	+254 020 363 6451

Monday, April 18, 2022	
10:00pm	<p><u>Brad Arrives in Nairobi</u></p> <p>An IRI driver will meet you at the International Arrivals gate to take you to the Sankara Hotel. He will be holding an IRI sign. If you have trouble, please call Yomi Jacobs at +254 758 171 376.</p>
11:55pm	<p><u>Izmira, Maggie, and Jenna Arrive in Nairobi</u></p> <p>An IRI driver will meet you at the International Arrivals gate to take you to the Sankara Hotel. He will be holding an IRI sign. If you have trouble, please call Yomi Jacobs at +254 758 171 376.</p>





Tuesday, April 19, 2022

Dress will be business professional during scheduled activities.

****Please be sure to bring your passport for today's meetings. We will need them to enter the U.S. Embassy.**

9:30 – 10:30am	<p><u>Working Breakfast – Mission Preparatory Session</u> <i>Sankara Hotel</i></p> <p>Delegates will meet with IRI staff for a preparatory discussion related to the week's logistics, Kenya's political situation and history, and structures within the Parliament. Please be sure to bring all briefing materials and the agenda to this session.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
10:30 – 11:00am	<p><u>Security Briefing</u> <i>Sankara Hotel</i></p> <p>IRI Kenya's security company will provide a briefing for the delegation to review the security situation on-the-ground and discuss mitigations and protocols that may be taken to ensure a safe trip.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
11:00 – 11:15am	<i>Transfer to Parliament Building</i>
11:15 – 12:15pm	<p><u>Visit of the Parliament and National Assembly</u> <i>Parliament Building</i></p>



	<p>The visit will provide insight on the plenary and committee chambers, a look where the professional staff work and support National Assembly members, and how accessible the building and members are to the public. The visit will include conversations with professional staff to prepare for the panel discussions in the days following.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
12:15 – 1:00pm	<p><u>Discussion with National Assembly Staff Leadership</u> <i>Parliament Building</i></p> <p>This roundtable discussion will provide delegates more insight into the technical areas of which Kenyan legislative staff need support. The staff leadership will discuss the priorities of the National Assembly, the policy areas staff are expected to help members, the current challenges in legislative drafting practices, and how the National Assembly communicates with citizens.</p> <p>Mrs. Phyllis Makau, Director, Parliamentary Budget Office, National Assembly of the Republic of Kenya Mr. Samuel Njoroje, Director, Legislative and Procedural Services, National Assembly of the Republic of Kenya Mr. Paul Ng’etich, Director, Research and Information Services, National Assembly of the Republic of Kenya Mrs. Florence Abonyo, Director, Audit, Appropriations, and Other Select Committees, National Assembly of the Republic of Kenya Mr. Peter Chemweno, Director, Departmental Committees, National Assembly of the Republic of Kenya Ms. Vane Akama, Director, Legal Services, National Assembly of the Republic of Kenya Ms. Anne Wambui, Hansard Editor, National Assembly of the Republic of Kenya Mr. Japheth Muthomi, Public Communications Officer, National Assembly of the Republic of Kenya</p>



	<p>Mr. Joe Okong'o, Principal Media Relations Officer, National Assembly of the Republic of Kenya</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives</p> <p>Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p>Mr. Yomi Jacobs, Resident Program Director, IRI Kenya</p> <p>Ms. Maggie Stewart, Program Officer, IRI</p> <p>Ms. Jenna Ruffoni, Program Associate, IRI</p>
1:00 – 1:15pm	<i>Transfer to Lunch</i>
1:15 – 2:45pm	<p><u>Working Lunch: Meeting with Civil Society Organizations</u> <i>Furusato Japanese Restaurant</i></p> <p>Civil society organizations play a critical role in relaying constituent needs to legislators. This meeting will allow the U.S. delegation to meet with representatives from Mzalendo Trust and the Institute for Social Accountability to gain understanding of civil society organizations interactions with the Parliament.</p> <p>Mzalendo (“Patriot” in Swahili) Trust is a Kenyan non-partisan Parliamentary Monitoring Organization Started in 2005 and whose mission is to promote ‘open, inclusive, and accountable Parliaments in Kenya and Africa.’ We do so by creating and managing civic tech tools, producing evidence-based Research, and leading and facilitating advocacy and partnerships with Parliaments, citizens and other Relevant stakeholders. We believe that success in our work will build more effective and responsive Legislation and political processes that ultimately support Kenya’s national development goals. In Line with our Strategic Plan 2021-2025, we anchor our work on three main pillars: Openness, Inclusion, and Accountability.</p> <p>The Institute for Social Accountability (TISA) was launched in Nairobi in 2008 to promote citizen empowerment and government accountability, at a moment of promise, when Kenya was charting a path to constitutional reform. Since the adoption of Kenya’s 2010 Constitution, TISA has sought to advance the Constitution’s central tenet: transforming the way power in Kenya is distributed and managed,</p>



	<p>chiefly through the devolution of government power from the national to the county (sub-national) level. The goal of social accountability is to empower citizens to demand sound delivery of services by holding their leaders to account through direct engagement. Thus, TISA’s mission is to help Kenyans find their voice and agency to claim their rights to services; make the Kenyan government accountable for its duties and promises; and ultimately, make the constitution a lived experience.</p> <p>Ms. Caroline Gaita, Executive Director, Mzalendo Trust Ms. Wanjiru Gikonyo, Executive Director, The Institute for Social Accountability</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
2:45 – 3:15pm	<i>Transfer to Embassy</i>
3:15 – 3:30pm	<i>Pass Through Embassy Security</i>
3:30 – 4:30pm	<p><u>Visit to the U.S. Embassy</u> <i>U.S. Embassy, United Nations Avenue, Off Limuru Rd, Nairobi, Kenya</i></p> <p>The delegation will visit with Embassy staff to gain their perspectives on the Parliament. Conversation will cover ongoing U.S. priorities and partnerships in-country and discussion of the program’s agenda to ensure complementarity with other relevant USG programs and interests.</p> <p>Mr. Chris Carver, Political Counselor, U.S. Embassy Nairobi Mr. Cameron Jones, Internal Unit Chief, U.S. Embassy Nairobi</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives</p>



	<p>Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
4:30 – 5:00pm	<i>Transfer to Hotel</i>
5:00 – 7:00pm	<i>Executive Time</i>
7:00 – 9:00pm	<p><u>Working Delegation Dinner: Mission Preparatory Session</u> <i>Fugo Gaucho</i></p> <p>This dinner will be devoted to debriefing on the meetings of the day and how to incorporate lessons learned into the roundtables and panel discussions for the days ahead. IRI staff will review the program’s agenda and content to provide another opportunity for questions on upcoming delegate contributions to program sessions.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
End of Day	



Wednesday, April 20, 2022	
<i>Dress will be business professional during scheduled activities.</i>	
<i>Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.</i>	
8:30 – 9:00am	<i>Transfer to Trademark Hotel</i>
9:00 – 9:30am	<p><u>Registration and Call to Order</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>Coffee and tea will be available during registration.</p>
9:30 – 10:00am	<p><u>Welcome from the House Democracy Partnership</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>This opening session will introduce the House Democracy Partnership (HDP) and panelists and participants, as well as review the history of partnership between HDP and the National Assembly. Mr. Jacobs will provide remarks on behalf of IRI, while Ms. Stewart will provide remarks on behalf of HDP.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Mr. Yomi Jacobs</i>, Resident Program Director, IRI Kenya <i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
10:00 – 10:45am	<p><u>Identifying Problems to Serve Citizen Needs</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>The legislative process is made up of four distinct stages: problem identification; policy design; policy adoption; and policy implementation and oversight. This conversation will cover the first stage. To create effective policy, one needs to understand the problem, its root causes, and the effects of the problems one wants to address. The purpose of problem identification is to define or identify a problem or issue requiring policy action. This stage involves determining the nature, scope, and importance of the issue. This discussion will center around the problem identification process with a focus on how to keep citizens at the center of policymaking.</p>



	<p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Ms. Maggie Stewart, Program Officer, IRI</i></p>
<p>10:45 – 12:15pm</p>	<p><u>Policy Design – Problem Tree Exercise</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>In small groups, participants will discuss and select a “core problem” that could potentially be solved by legislation and write down the problem’s root causes. Groups will then outline the effects of the problem. Be sure to consider the questions on the chosen policy issue: Why has it become an issue? How does your experience and beliefs affect your understanding of the issue? How are the root causes perpetuated? What factors are influencing this issue? Does this issue affect women and men differently? Christians and Muslims differently? Members of different tribes differently? Does this issue require a policy intervention?</p> <p>Groups should be prepared to present their problem, root causes, and effects with the larger group for discussion. Kindly note that the policy selected will be used over the course of the three-day workshop.</p> <p><i>Group Facilitators:</i> Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
<p>12:15 – 1:15pm</p>	<p><u>Environmental Scan to Support Policy Design</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>Understanding the policy context does not provide you with potential policy solutions, but rather helps you understand what resources</p>



	<p>(actors, policies, programs, etc.) are available to help you create and implement your policy. Mapping the landscape also helps you refine your goal and policy intervention.</p> <p>To do this, you will want to answer the following questions, as they relate to your core problem that was identified in the previous session: What policy interventions already happened? What current national regulations exist? What existing legislation is there that relates to your policy? What legislative initiatives have happened that would affect your policy (have they succeeded or failed and why)? Is there any precedent, perhaps from a Supreme Court case, that would affect your policy?</p> <p>This section will break out into small group discussion to fill out the environmental scan handout.</p> <p><i>Group Facilitators:</i> Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
1:15 – 1:30pm	<i>Transfer to Lunch</i>
1:30 – 2:15pm	<p><u>Working Lunch: Problem Identification Tips</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>The entire lunch will be dedicated to discussion on methods to identify problems that need a policy solution.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya</p>



	Mr. Cosmas Tabuche, Program Manager, IRI Kenya
2:15 – 2:30pm	<i>Transfer to Meeting Space</i>
2:30 – 3:30pm	<p><u>Stakeholder Mapping to Engage Allies and Avoid Roadblocks</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>This discussion will cover types of individual stakeholders (think within your office, broader National Assembly staff, members of Parliament, the Executive branch, or ministries) and map them and their relationship to the policy issue. Understanding which people have the power to act and influence your legislation is essential. The actors involved in the process and their level of interest and understanding of the issues will significantly determine whether your policy intervention is adopted and implemented. During this exercise, identify key allies and adversaries that may affect the creation and passage of your legislation.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Mr. Yomi Jacobs, Resident Program Director, IRI Kenya</i></p>
3:30 – 3:45pm	<p><u>Coffee Break</u> <i>Coffee and tea will be available</i></p>
3:45 – 4:45pm	<p><u>Avoiding Unintended Consequence – Inclusive Policy Design</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>An inclusion impact assessment is a critical aspect to drafting responsive and equitable legislation. As you design your legislation, questions about impact, and unintended consequences, should be part of the process. Questions could include: Does the policy objective address the needs of both men and women? Does the measure affect different age groups? Address the needs of differently abled individuals? Of different tribes? Will this policy negatively affect a group that I am not anticipating?</p>



	<p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Ms. Maggie Stewart</i>, Program Officer, IRI</p>
4:45 – 5:15pm	<p><u>Daily Wrap Up & Debrief</u></p> <p>Close the program for the day and briefly preview tomorrow’s program.</p>
5:15 – 5:30pm	<i>Transfer to Hotel</i>
5:30 – 6:30pm	<i>Executive Time</i>
6:30 – 8:30pm	<p><u>Delegation Dinner</u> <i>Ankole Grill, Kitusuru</i></p> <p>This dinner will be devoted to debriefing the meetings of the day and toward preparatory conversation for the roundtables and panel discussions for the days ahead.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
End of Day	



Thursday, April 21, 2022	
<i>Dress will be business professional during scheduled activities.</i>	
<i>Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.</i>	
9:30 – 10:00am	<i>Transfer to Trademark Hotel</i>
10:00 – 10:30am	<p><u>Registration and Call to Order</u></p> <p>Coffee and tea will be available during registration.</p>
10:30 – 11:30am	<p><u>Mapping Components to Craft Effective Legislation</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>To solve the identified problem through the legislative process, one must decide the form the policy solution will take. Will this policy be a new law, an amendment to an existing law, or a change to a regulation? This session will be dedicated to understanding and deciding what form legislation will take and what components are necessary within draft text to successfully address previously identified problems and to ensure passage. Discussion will break out into small groups.</p> <p><i>Group Facilitators:</i> Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
11:30 – 12:30pm	<p><u>Drafting Legislation</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>As a follow-up to the previous session, this will be time to put ideas onto paper, solidifying language and specific solutions that may be included in your policy initiative. When drafting legislation, it is best to present the issue, analyze that issue, and recommend legislative solutions and actions. Small groups will craft a policy recommendation to present.</p> <p><i>Group Facilitators:</i></p>



	<p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
12:30 – 12:45pm	<i>Transfer to Lunch</i>
12:45 – 2:00pm	<p><u>Working Lunch: Meeting with Chair of Inter-Religious Council of Kenya</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>This meeting will be a time for the delegation to understand the religious landscape of Kenya and its effect on cultural and political divide.</p> <p>Inter-Religious Council of Kenya (IRCK) is a coalition of all major faith communities in Kenya that works together to deepen interfaith dialogue and collaboration. Its goal is to inform a voice of conscience, while promoting sustainable peace and development in Kenya. NCCK also promotes tolerance and understanding among faith communities in Kenya through mobilizing joint actions for social economic development. NCCK also works in the areas of peace and governance, health and social well-being, environment and climate change, and education.</p> <p>Reverend Father John Mutie, Chair, Inter-Religious Council of Kenya</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
2:00 – 2:15pm	<i>Transfer to Meeting Space</i>



2:15 – 3:00pm

Part 1: Advocacy – Advancing Legislative Initiatives

Trademark Hotel – Conference Room 1 (Second Floor)

Advocates can be parliamentary staff, members of parliament, civil society organization representatives, and even every-day-citizens. All have role to play in the advocacy for legislation on a topic that is important to them. How do you plan to use these different advocates to advance your legislation?

Passing legislation into law requires the support of a network of decision makers. It is critical to identify the key and supporting players – consider the motivations and craft your messages to share how your legislation aligns with their beliefs and priorities and seek to build trust and nurture relationships. As your relationship builds, discuss your goal with them and ask them for their suggestions and ideas. It is important they feel they have some ownership in the process.

Advocacy is a planned, deliberate, and sustained process to influence those who make policy decisions to advance an agenda for change and happen at all levels of government. There are broadly two different approaches to advocacy: constructive and confrontational. These both may take place in public or private.

- The constructive approach uses collaborative actions to reach your goal and focuses on finding solutions.
- The confrontational approach uses adversarial actions to reach your goal.
- Public tactics are those done out in the open and in the public domain; these often are meant to draw attention and galvanize support.
- Private tactics are done behind closed doors and not done in the public view; they are not necessarily secretive, but they may be done without a spotlight.

Discussion will center around examples and ideas from the U.S. and Kenya perspectives on different kinds of advocacy and how to determine when to pursue each particular type. Factors to consider are access, risk, timing, target, and organizational capacity.

Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives



	<p>Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Mr. Yomi Jacobs, Resident Program Director, IRI Kenya</i></p>
<p>3:00 – 3:15pm</p>	<p><u>Coffee Break</u> <i>Coffee and tea will be available</i></p>
<p>3:15 – 4:00pm</p>	<p><u>Part 2: Advocacy – Advancing Legislative Initiatives</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>Advocates can be parliamentary staff, members of parliament, civil society organization representatives, and even every-day-citizens. All have role to play in the advocacy for legislation on a topic that is important to them. How do you plan to use these different advocates to advance your legislation?</p> <p>Passing legislation into law requires the support of a network of decision makers. It is critical to identify the key and supporting players – consider the motivations and craft your messages to share how your legislation aligns with their beliefs and priorities and seek to build trust and nurture relationships. As your relationship builds, discuss your goal with them and ask them for their suggestions and ideas. It is important they feel they have some ownership in the process.</p> <p>Advocacy is a planned, deliberate, and sustained process to influence those who make policy decisions to advance an agenda for change and happen at all levels of government. There are broadly two different approaches to advocacy: constructive and confrontational. These both may take place in public or private.</p> <ul style="list-style-type: none"> - The constructive approach uses collaborative actions to reach your goal and focuses on finding solutions. - The confrontational approach uses adversarial actions to reach your goal. - Public tactics are those done out in the open and in the public domain; these often are meant to draw attention and galvanize support. - Private tactics are done behind closed doors and not done in the public view; they are not necessarily secretive, but they may be done without a spotlight.





	<p>Discussion will center around examples and ideas from the U.S. and Kenya perspectives on different kinds of advocacy and how to determine when to pursue each particular type. Factors to consider are access, risk, timing, target, and organizational capacity.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Mr. Yomi Jacobs</i>, Resident Program Director, IRI Kenya</p>
4:00 – 4:30pm	<p><u>Daily Wrap Up & Debrief</u></p> <p>Close the program for the day and briefly preview tomorrow’s program.</p>
4:30 – 4:45pm	<p><i>Transfer to Hotel</i></p>
4:45 – 6:30pm	<p><i>Executive Time</i></p>
6:30 – 8:30pm	<p><u>Delegation Dinner</u> <i>Shamba Cafe</i></p> <p>Dinner will be dedicated to discussion about the upcoming Kenyan elections set to take place in August 2022. IRI’s global Elections Advisor will brief the delegation on candidates and their platforms and political personalities, and the trends that may give indication as to whether these elections are peaceful or violent.</p> <p>Ms. Jessica Keegan, Elections Advisor, IRI</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
End of Day	



Friday, April 22, 2022	
<i>Dress will be business professional during scheduled activities.</i>	
<i>Breakfast will be at the delegates' leisure in the hotel prior to the day's agenda.</i>	
9:30 – 10:00am	<i>Transfer to Trademark Hotel</i>
10:00 – 10:30am	<p><u>Meeting with National Assembly's Parliamentary Budget Office</u></p> <p>The U.S. delegation will meet with staff from the National Assembly's parliamentary budget office to discuss possible future engagement and how the House Democracy Partnership may be helpful to the office as they continue to develop.</p> <p>Mr. Edison Odhiambo, Fiscal Analyst, Parliamentary Budget Office Ms. Julie Mwithiga, Fiscal Analyst, Parliamentary Budget Office Mr. Abdirahman Gorod, Fiscal Analyst, Parliamentary Budget Office Mr. Chacha Machage, Parliamentary Budget Office</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>
10:30 – 11:30am	<p><u>Presentations of Draft Policy</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>Each of the five groups will have the opportunity to present their piece of draft legislation and its strategy to the larger group. Colleagues will be able to provide feedback and ask questions about the proposed legislation.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya Mr. Cosmas Tabuche, Program Manager, IRI Kenya</p>



<p>11:30 – 12:45pm</p>	<p><u>Thinking Outside of the Capital</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>It is often easy for those working in the capital city to forget about problems back home. This session will discuss ways to be emotionally intelligent when communicating with citizens and being empathetic to others’ perspectives and challenges. Participants will discuss citizen personas and their needs, methods to reach different citizen personas, and how to craft messages that resonate emotionally and logically.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Mr. Yomi Jacobs</i>, Resident Program Director, IRI Kenya</p>
<p>12:45 – 1:00pm</p>	<p><i>Transfer to Lunch</i></p>
<p>1:00 – 1:45pm</p>	<p><u>Working Lunch – Complete Post-Program Survey</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>Discussion will center around how to engage citizens in the legislative process, how to effectively reach citizens through social media, how to receive and enact feedback as well as share effectively the business and accomplishments of parliament in a transparent and open manner.</p> <p>Participants from the National Assembly are kindly asked to complete IRI’s post-program survey. Directions on how to do so will be communicated by IRI staff. Please note that the survey must be completed to receive the certificate of program completion.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI Mr. Yomi Jacobs, Resident Program Director, IRI Kenya</p>



	Mr. Cosmas Tabuche, Program Manager, IRI Kenya
1:45 – 2:00pm	<i>Transfer to Meeting Space</i>
2:00 – 3:00pm	<p><u>Overview of Social Media Platforms</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>This session will be an overview of different social media platforms and how each platform can be utilized in a unique and impactful manner. This session will cover tools and the functionalities each platform provides to users and consumers.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Mr. Austin Akers, Press Secretary, IRI (<i>virtual</i>)</p> <p><i>Moderator: Ms. Maggie Stewart, Program Officer, IRI</i></p>
3:00 – 3:15pm	<p><u>Questions and Answers</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p> <p>Ahead of the certificate ceremony, this time will be dedicated to any final questions participants have that were not answered throughout the week and how HDP and IRI can be impactful partners for future USG programming.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives</p> <p><i>Moderator: Ms. Maggie Stewart, Program Officer, IRI</i></p>
3:15 – 4:15pm	<p><u>Certificate Ceremony and Program Close</u> <i>Trademark Hotel – Conference Room 1 (Second Floor)</i></p>



	To signify completion of this program, HDP will present certificates (signed by the HDP co-chairs) to participants to thank them for their time and dedication.
4:45 – 5:00pm	<i>Transfer to Hotel</i>
5:00 – 6:30pm	<i>Executive Time</i>
6:30 – 7:00pm	<i>Transfer to Dinner</i>
7:00 – 9:00pm	<p><u>Delegation Dinner</u> <i>About Thyme</i></p> <p>This final dinner will be a time to reflect on the week, discuss challenges and successes, and what lessons could be brought back to the U.S. Congress.</p> <p>Ms. Izmira Aitch, Senior Legislative Assistant, Rep. Gwen Moore (D-WI), U.S. House of Representatives Mr. Brad Smith, Chief of Staff, Rep. David Dreier (R-CA) (former), U.S. House of Representatives Ms. Maggie Stewart, Program Officer, IRI Ms. Jenna Ruffoni, Program Associate, IRI</p>
9:00 – 9:30pm	<i>Transfer to Hotel</i>
End of Program	

