# 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.

	m and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel mpleted. Please do not file this form with the Committee on Ethics.
NO	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.
1.	Name of Traveler: Marcus Towns
2.	a. Name of Accompanying Relative:
	b. Relationship to Traveler: Spouse Child Other (specify):
3.	a. Dates: Departure: 8/3/22 Return: 8/11/22
	b. Dates at Personal Expense, if any:
4.	Departure City: Washington D.C. Destination: Nairobi, Kenya Return City: Washington D.C.
5.	Sponsor(s), Who Paid for the Trip: International Republican Institute & National Democratic Institute
6.	Describe Meetings and Events Attended: We attended briefings from 9:00am-5:00pm regarding a variety of topics including, but not limited to (election integrity, observation safety, political violence in Kenya, etc.). Over the next couple of days, we met with local IEBC officials and stakeholders to hear about what these organizations were doing to prevent political violence.
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 <i>Traveler Form</i> 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:
	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.  nature of Traveler:  Date: 08/23/2022
018	nature of Traveler.
Dis	athorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel sclosure Form</i> were necessary and that the travel was in connection with the employee's official duties and would not atte the appearance that the employee is using public office for private gain.
Na	me of Supervising Member: Rep. Michael T. McCaul Date: 8/23/22
	me of Supervising Member: Rep. Michael T. McCaul  Date: 8/23/22

Version date 3/2021 by Committee on Ethics

#### SPONSOR POST-TRAVEL DISCLOSURE FORM

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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.

	denial of future req	-	or subject the curre	nt traveler to discip	linary action or a requirement to
-	, , ,		s form may be subject	to criminal prosecu	tion pursuant to 18 U.S.C. § 1001.
1.	Sponsor(s) who pai	id for the trip: Internation	nal Republican Ir	nstitute; Nation	nal Democratic Institute
		(s): Nairobi, Kenya and			
		August 3, 2022		Return: August 1	1, 2022
4.	Name(s) of Travele	er(s): Marcus Jared Tov			
		more than one traveler on		formation is <i>identi</i>	cal for each person listed.
5.	•	expenses paid on behalf of			
		Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
	Traveler	\$3656.87 total (\$2496.87 plane ticket; \$200 for airport transfers; \$320/day for 3 days in Embu for car and driver)	\$1700 total (\$250/night for 5 nights in Nairobi; \$150/night for 3 nights in Embu)	\$234.44 total (Reception (8/5): \$49.03; Dinner (8/6): \$65.00; Lunches (8/5, 8/6, 8/10): \$31.69, \$33.36, \$33.36; lunch reimbursement (8/3): \$22).	\$51 (visa)
	Accompanying Family Member				
6.		connected to the trip were strue by checking box.	for actual costs incu	rred and not a per o	diem or lump sum payment.
I ce	ertify that the infor	mation contained in this	form is true, comple	ete, and correct to t	the best of my knowledge.
Sig	nature: With	alliar 1.	nde Ad	Date:	08/24/2022 /8/25/22
Na	me: Kimber She	arer / Sander Schult	Z	Title:	Executive Vice President/CFO
Or	ganization: Interna	ational Republican Ins	titute/National D	emocratic Instit	tute
	I am an officer of	the above-named organiza	ition. Signify statem	ent is true by checl	king box.
Ad	dress: 1225   Str	eet, NW, Suite 800, V	Vashington, DC	20005 / 455 Mass	. Ave, NW Washington, DC 20001
Em	nail: kshearer@i	ri.org / sander@ndi.o	rg		202-408-9450/202-728-5570

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.

#### 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: Marcus Towns
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: 2120 Rayburn House Office Building
Telephone Number: (202) 226-8467
Email Address of Contact Person: Marcus.Towns@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.

# TRAVELER FORM

1.	Name of Traveler: Marcus Towns
2.	Sponsor(s) who will be paying or providing in-kind support for the trip:  International Republican Institute and National Democratic Institute
3.	City and State OR Foreign Country of Travel: Kenya
	a. Date of Departure: August 3rd Date of Return: August 11th
	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 <i>Primary Trip Sponsor Form</i> (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.  Marcus Towns is currently assisting the Africa policy subcommittee team by providing information on the current state of affairs in Kenya. His current title is Member Services Associate.
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
diı tra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my rect supervision, to accept expenses for the trip described in this request. I have determined that the above-described well is in connection with my employee's official duties and that acceptance of these expenses will not create the pearance that the employee is using public office for private gain.

Signature of Employing Member

<sub>Date</sub> 07/05/2022

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



# 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

July 28, 2022

Mr. Marcus Towns Committee on Foreign Affairs 2120 Rayburn House Office Building Washington, DC 20515

Dear Mr. Towns:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Kenya,<sup>1</sup> scheduled for August 3 to 11, 2022, sponsored by International Republican Institute and National Democratic Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$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 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.

l 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.

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

# AGENDA IRI/NDI Joint International Observation in Kenya 2022

Wednesday, August 3, 2022 - Delegate Departure from Washington, DC

**Evening** Delegate departs from Washington, DC

Itinerary TBC

**Delta Air Lines 9447** 

Departure: 5:25 PM from Washington Dulles International Airport (IAD) Arrival: 7:10 AM (+1 day) at Amsterdam Schiphol Airport (AMS)

Thursday, August 4, 2022 – Delegate Arrival

Location: Villa Rosa Kempinski Nairobi

Chiromo Road, 00800 Nairobi, Kenya +254 703 049 000

Itinerary TBC

**Delta Air Lines 9585** 

Departure: 12:50 PM from Amsterdam Schiphol Airport (AMS) Arrival: 10:00 PM at Jomo Kenyatta International Airport (NBO)

All Day Delegate Arrival in Nairobi

NDI and IRI staff will meet delegates at Jomo Kenyatta International Airport and facilitate transfer to the Villa Rosa

Kempinski Nairobi hotel

All Day Hotel Check-in

Delegates check-in at the hotel front desk

All Day Election Observation Mission Welcome Desk

**Location:** Opus 3 - 4, Second Floor

Distribution of accreditation badges and welcome package

Friday, August 5, 2022 - Briefings

Location: Fedora Room, Second Floor, Villa Rosa Kempinski

6:30am – 9:15am Breakfast

Location: Cafe Villa Rosa, First Floor

9:15am – 9:45am Opening Remarks and Introductions

**Presenters:** Mr. Greg Kearns, IRI

Mr. Dickson Omondi, NDI

NDI and IRI leadership will provide opening remarks for the observation mission. IRI and NDI staff and delegates will introduce themselves.

9:45am – 10:30am Briefing #1: IRI and NDI in Kenya

Presenters: Mr. Yomi Jacobs, IRI

Mr. Dennis Omondi, NDI

NDI and IRI resident country directors will provide an overview of the Institutes' work and programming in Kenya.

10:30am – 10:45am Break

10:45am – 11:45am Briefing #2: NDI and IRI's Approach to International Election

**Observation** 

**Presenters:** Ms. Jessica Keegan, IRI

Mr. Richard Klein, NDI

NDI and IRI will present their methodology and approach to international election observation, highlighting the role of an international observation in supporting the building of democratic electoral processes around the world and in Kenya.

11:45am – 12:45pm Briefing #3: Political Context and Overview for the 2022

**Kenya Elections Presenters:** 

Mr. Yomi Jacobs, IRI Mr. Dennis Omondi, NDI

NDI and IRI will present an overview of Kenya's current and historical political context, as well as the electoral environment ahead of the 2022 elections. Insights will be drawn from the two joint pre-election assessment missions (PEAMs), conducted in mid-May and late June 2022, respectively, and progress toward the recommendations the PEAM delegations outlined in their statements.

12:45pm – 2:00pm Lunch

**Location:** Cafe Villa Rosa, First Floor

2:00pm – 3:00pm Briefing #4: Election Violence Risk and Mitigation Efforts

**Presenter:** Ms. Marie Allegret, Joint Mission Electoral

Security and Violence Long-Term Analyst

The joint mission's long-term thematic analyst focusing on electoral violence and security will present on the history of election-related violence in Kenya, as well as the current risk for violence around the 2022 elections and mitigation efforts throughout the country.

3:00pm – 4:00pm Briefing #5: Inclusion of Women, Youth, and Marginalized

**Groups in the Elections** 

**Presenter:** Mr. Gregoire Houel, Joint Mission Gender and

Inclusion Long-Term Analyst

The joint mission's long-term thematic analyst focusing on gender and inclusion will present on the status of the inclusion of women, youth, persons with disabilities (PWDs) and members of other marginalized groups in electoral and political processes in Kenya, and measures to promote inclusive participation in the 2022 elections.

4:00pm – 4:15pm Break

4:15pm – 5:45pm Briefing #6: Campaigns and the Election Information

**Environment** 

**Presenters:** Mr. Alhassan Ibrahim, Joint Mission Information

**Environment Long-Term Analyst** 

Ms. Alexandra (Sasha) Pajevic, Joint Mission

Campaigns Long-Term Analyst

The joint mission's long-term thematic analyst focusing on political campaigns will present on the campaign operations, conduct, and messages observed in the lead-up to the 2022 elections. The joint mission's long-term thematic analyst focusing on the information environment surrounding the elections will present on voter education initiatives and the media and social media landscape, including media monitoring and civil society fact-checking efforts underway, and the prevalence of election-related disinformation and hate speech.

5:45pm – 6:30pm Break

6:30pm – 7:30pm Delegation Welcome Reception

**Hosts:** Mr. Greg Kearns, IRI

Mr. Dickson Omondi, NDI

**Location:** Fedora Room

7:30pm – 9:00pm Dinner with the Elections Observation Group (ELOG)

**Location:** Private Dining Room

ELOG is a long-term, permanent and national forum composed of civil society organizations and faith-based organizations with the mandate of strengthening democracy in Kenya and the region by providing a sustainable platform for the non-partisan monitoring and observation of electoral processes.

Saturday, August 6, 2022 – Briefings

Location: Fedora Room, Second Floor, Villa Rosa Kempinski

6:30am – 9:15am Breakfast

Location: Cafe Villa Rosa

9:15am – 10:30am Briefing #7: IEBC and Election Preparedness, Polling Station

**Operations** 

Presenter: Ms. Natasha Rothchild, Joint Mission Long-Term

**Analyst Coordinator** 

The joint mission's long-term thematic analyst coordinator will present on the role of the Independent Electoral and Boundaries Commission; provide a summary of its duties, responsibilities, and preparations ahead of the 2022 elections; and share information about the election day procedures at polling stations.

10:30am – 12:00pm Briefing #8: E-Day Observation Methodology, Procedures,

Reporting, and Code of Conduct
Presenters: Ms. Jessica Keegan, IRI
Mr. Richard Klein, NDI

IRI and NDI will present the election day observation methodology, including a review of the observation checklist, election day agenda, procedures for reporting observation findings and critical incidents on election day, and the Institutes' code of professional conduct for election observers.

12:00pm – 1:30pm Lunch

Location: Cafe Villa Rosa, First Floor

1:30pm – 1:45pm Group Photograph

**Location:** TBC

1:45pm – 2:30pm Briefing #9: Security Briefing

**Presenters**: Mr. Ryan Gibson, IRI

Mr. David Rolfes, NDI

NDI and IRI will present an overview of the operational and security environment for the delegation around the 2022 elections and the security protocols for the joint observation mission.

2:30pm – 3:00pm Briefing #10: Media and Communications Protocols

**Presenters:** Ms. Paulina Chavez Alonzo, NDI

Mr. Ryan Mahoney, IRI

IRI and NDI will present on the joint observation mission's protocols for communications, including engaging with representatives of the media and utilizing social media during and following the elections.

3:00pm – 3:15pm Break

3:15pm – 4:30pm Briefing #11: Deployment Logistics, County Updates

and Material Distribution

**Presenters:** Mr. Yomi Jacobs, IRI

Mr. Dennis Omondi, NDI

NDI and IRI will present the delegation's deployment logistics, areas of observation (AOOs), and observation teams. Each delegate will be partnered with a fellow delegate, or observation partner, as a deployment team to their AOO. The Institutes will distribute briefing materials for the specific states to which observation teams will deploy for their election-day observations.

4:30pm – 5:30pm Question & Answer Session

Delegates will have an opportunity to ask NDI and IRI questions and seek clarity on any aspect of the joint observation mission.

5:30pm Break for the Evening

# **Evening Free**

No events have been scheduled for the evening in order to allow delegates to rest and prepare for deployment to AOOs in the morning. IRI and NDI staff will remain available for support to delegates as needed, based in the Election Observation Mission Support Office, located in Opus rooms 3-4.

# Sunday, August 7, 2022 – Delegate In-Country Deployment

6:30am – 8:30am Breakfast

Location: Cafe Villa Rosa

8:30am – 12:00pm Travel to Assigned County/AOO (TBC)

Upon arrival: Check in to hotel and report arrival to Election

Observation Mission Support Office in Nairobi

12:00pm – 1:30pm Lunch

**Location: TBC** 

1:30pm – 7:00pm Locate Polling Stations to Visit on Election Day

Each observation team will be given a list of polling stations in their AOO from which they should choose approximately five potential polling stations to visit. The pre-election day visits will serve to help observation teams understand the electoral and political environment in their AOO, introduce themselves to polling station officials, and learn from polling station officials about the demographics and politics of the local community as well as the process of preparing the polling station for election day.

7:00pm – 7:45pm Return to Hotel and Check in with Election Observation

**Mission Support Office in Nairobi** 

7:45pm – 9:30pm Working Dinner to Review Polling Stations Visit

**Location:** AOO Hotel Restaurant (TBC)

Delegates will review the day's meetings with their observation partner and discuss what they learned about the political dynamics, demographics, and election day preparedness of their AOO. This working dinner should be used to help the observation team prepare for the next day's meetings.

# Monday, August 8, 2022

6:30am – 8:30am **Breakfast** 

**Location:** AOO Hotel Breakfast Room (TBC)

8:30am – 8:45am Check in with Election Observation Mission Support Office

in Nairobi

8:45am – 9:30am Depart for Meetings

9:30am – 10:30am Meeting with the ELOG Coordinator for the AOO

Location: ELOG Office in the AOO

Delegates will meet with the ELOG Coordinator for the AOO to discuss their pre-election observations.

10:30am - 11:00am Transit

11:00am – 12:00pm Meeting with Resident Election Commissioner (REC) for the

AUU

**Location:** IEBC Office in the AOO

Delegates will meet with IEBC Resident Election Commissioner for the AOO to discuss preparations for election day.

12:00pm – 12:30pm Transit

12:30pm – 1:30pm Working Lunch

**Location:** TBC

Delegates will review the morning meetings with their observation partner, and substantively discuss the information they learned about the electoral environment in the AOO from ELOG and the REC. Delegates are encouraged to synthesize this information and formulate questions they wish to ask in their afternoon meeting to understand how the election process impacts civil society in the AOO.

1:30pm - 2:00pm Transit

2:00pm – 3:30pm Meeting with Civil Society Representatives in the AOO

**Location:** TBC

Delegates will meet with representatives from local civil society organizations in the AOO to better understand the local electoral environment, including organizations working on voter education, peace messaging, and get out the vote campaigns.

3:30pm – 4:30pm Return to Hotel and Check in with Election Observation

Mission Support Office in Nairobi

4:30pm - 5:30pm Break

5:30pm – 7:30pm Working Dinner to Review Day's Meetings and E-Day Agenda

**Location:** AOO Hotel Restaurant (TBC)

Delegates will review the day's meetings with their observation partner and the election day agenda to plan for the following day's deployment.

2:50am – 3:50am Check in with Election Observation Mission Support Office in

Nairobi

3:50am – 5:50am Depart Hotel to Observe Opening of Polling Stations

5:50am – 7:00am Observe Opening of Pre-Selected Polling Station 1

Delegates will observe the process of setting up and opening the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law.

7:00am - 7:30am Transit

En route to the next polling station, delegates will discuss their observations from the opening of the previous polling station, review their findings to be included in their reporting forms, and consider how their observations compare with how the election process is meant to take place according to the election administration procedures.

# 7:30am – 9:00am Delegates Visit Pre-Selected Polling Station 2

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law.

#### 9:00am - 9:30am Transit

En route to the next polling station, delegates will discuss their observations from the previous polling station, review their findings to be included in their reporting forms, and consider how their observations compare with how the election process is meant to take place according to the election administration procedures.

# 9:30am – 11:00am Delegates Visit Pre-Selected Polling Station 3

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law.

#### 11:00am - 11:30am Transit

En route to the next polling station, delegates will discuss their observations from the previous polling station, review their findings to be included in their reporting forms, and consider how their observations compare with how the election process is meant to take place according to the election administration procedures.

### 11:30am – 12:30pm Delegates Visit Pre-Selected Polling Station 4

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law.

# 12:30pm – 2:00pm Lunch Debrief on Morning Polling Station Observations, Check in with Election Observation Mission Support Office in Nairobi

**Location:** TBC

Delegates will review the morning polling station observations with their observation partner. Based on their observations, they will discuss findings from their polling stations and how they believe these findings holistically represent the election process, and report back to the Election Observation Mission Support Office in Nairobi.

#### 2:00pm - 2:30pm Transit

# 2:30pm – 5:00pm Observe Closing Process for Pre-Selected Polling Station 5

Delegates will observe the process of closing the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law.

# 5:00pm - 5:30pm Transit

En route to the ballot collation center, delegates will discuss their observations from the closing of the previous polling station, review their findings to be included in their reporting forms, and consider how their observations compare with how the election process is meant to take place according to the election administration procedures.

# 5:30pm – 7:30pm Observe Ballot Collation Process

Delegates will observe the process of collating ballots at the local collation center in the AOO. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law.

7:30pm – 9:00pm Return to Hotel

9:00pm – 10:00pm Debrief Dinner on Observations of Election Day and Reporting

**Results to Election Observation Mission Support Office in** 

Nairobi

**Location:** AOO Hotel Restaurant (TBC)

The delegates will review the observations of election day and report any outstanding results to the data center.

# Wednesday, August 10, 2022 - Delegate Return to Nairobi

6:00am – 8:00am

Breakfast Review of Overnight Developments and Check-in

with Election Observation Mission Support Office in Nairobi

**Location:** AOO Hotel Breakfast Room (TBC)

Delegates will review overnight developments from election day, including political and security updates, and check in with the Election Observation Mission Support Office in Nairobi prior to departure.

8:00am – 11:30am Travel from the AOO back to Nairobi

**Upon arrival:** Report arrival to Election Observation Mission

Support Office

11:30am – 12:30pm Break

12:30pm – 2:30pm Working Lunch and Delegation Debriefing of Election Day

Facilitators: Ms. Jessica Keegan, IRI

Mr. Richard Klein, NDI

**Location:** Fedora Room

NDI and IRI will lead a discussion among delegates about their observations from election day, critical incidents during voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations from their time in their AOOs.

2:30pm - 4:00pm Break

4:00pm – 5:30pm Delegates Review Draft Election Observation Mission

Statement

Location: Fedora Room

Delegates will review and discuss the draft election observation mission statement developed jointly by IRI and NDI to ensure it accurately depicts delegate recollections of their observation.

5:30pm – 6:00pm Closing Remarks and Delegate Farewell

Presenters: Mr. Scott Mastic, IRI

Mr. Dickson Omondi, NDI

**Location:** Fedora Room

NDI and IRI leadership will provide closing remarks for the observation mission, and wish delegates farewell for their departures.

**Evening** Departure of Delegates

Itinerary TBC

**Delta Air Lines 8540** 

Departure: 11:35 PM from Jomo Kenyatta International Airport (NBO) Arrival: 7:05 AM (+1 day) at Paris Charles de Gaulle Airport (CDG)

**Fhursday, August 11, 2022 - Delegate Arrival in Washington, DC** 

**Evening** Delegate arrives in Washington, DC

**Itinerary TBC** 

**Delta Air Lines 9585** 

Departure: 4:30 PM from Paris Charles de Gaulle Airport (CDG) Arrival: 7:05 PM at Washington Dulles International Airport (IAD)

Area of Deployment	Delegates and Staff
	President Joaquim Chissano
Car 1 - Nairobi	Donna Brazile
	Jorge Itatique Patricio (President Chissano Security)
Car 2 - Nairobi	Nuno Tomás (President Chissano Advisor)
Car 2 Nanosi	Joe (Askari Security Guy)
	Senzecua Fernando Tomo Nhaunga (President Chissano Security)
Car 3 - Nairobi	
	Mercy Njoroge (NDI) staffer
	Security Team Member
Car 4 - Nairobi	Jessica Keegan (IRI) Principal
	Paulina Chavez Alonso (NDI) Press Officer
	Amb. Johnnie Carson
Car 5- Nairobi	Randy Scheunemann
	Ryan Mahoney (IRI) Press Officer
Team 2 - Car 2 - Nairobi	Anne Kathurima (IRI) staffer
Team 2 - Car 2 - Namobi	Richard Klein
	Angela Vance (NDI) staffer
	Grog Koarns (IRI) Principal
Team 3 - Nairobi	Greg Kearns (IRI) Principal  Moscos Pakari (Pakari) LTA Assistant
	Moses Bakari (Bakari) - LTA Assistant  Natasha Rothchild - LTA Coordinator

Team 4 - Car 1 - Nairobi	Grace Jerry
ream 4 car i wanoor	Violet Sylvanus
Team 4 Car 2 - Nairobi	Samson Itodo
ream rear 2 manes.	Vic Robertazza
Team 5 - Embu	Marcus Towns
	Issac Arteaga Cano
	Dobrica Veselinović
Team 6 - Homabay	Ginny Badanes
	Moses Egunyu
Team 7 - Kericho	Rhoda Osei Afful
	Hugues Marsac
Team 8 - Kiambu	Mvemba Dizolele
	Mphatso Jumbe
Team 9 - Kirinyaga	Gloria Dede
	Hon. Angele Makombo
Team 10 - Kisumu	Toni-Marie Higgins
	Lauren Blanchard
Team 11 - Mombasa	Jerry Lavery
	Urias Brooks Jr.
Team 12 - Murang'a	Babra Ontibile Bhebe
	Rachel Hoff
Team 13 - Nakuru	Josh Baggett
	Sunday Alao
Team 14 - Nyeri	Rev. Canon Emmanuel Chikoya
	Carrie Cabelka
Team 15 - Uasin Gishu	Priscilla Isaac

Team 16 - Uasin Gishu Robina Namusisi		Ryan Gallogly
	Team 16 - Uasin Gishu	Lensa Biyena
		Robina Namusisi