



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](mailto: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: Sierra Sabido
- a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- a. Dates: Departure: 10/23/2022 Return: 10/30/2022  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
- Departure City: Washington, DC Destination: Buenos Aires, Argentina Return City: Washington, DC
- Sponsor(s), Who Paid for the Trip: International Republican Institute
- Describe Meetings and Events Attended:  
 The legislative exchange consisted of round table discussions and panels with women legislators from Latin American countries. The topics of focus were democracy and the inner workings of our legislative bodies.
- 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:

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

Signature of Traveler: Sierra Sabido Date: 11/14/2022

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: Carol D. Miller Date: 11.14.2022

Signature of Supervising Member: Carol D. Miller



U.S. House of Representatives

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

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

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

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

2. Travel Destination(s): Buenos Aires, Argentina

3. Date of Departure: 10/23/2022 Date of Return: 10/30/2022

4. Name(s) of Traveler(s): Ms. Sierra Sabido

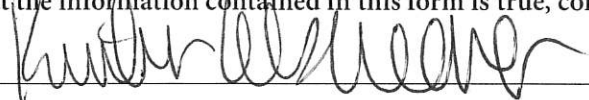
*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$2,620.58	\$1,295	\$925	N/A
Accompanying Family Member				

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

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

Signature:  Date: 11/10/2022

Name: Kimber Shearer Title: Executive Vice President

Organization: International Republican Institute

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

Address: 1225 I St 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.



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](mailto: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: Sierra Sabido

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): Shannon Evans

For Staff (name of employing Member or Committee): Rep. Carol Miller

Office Address: 465 Cannon House Office Building

Telephone Number: 202.225.3452

Email Address of Contact Person: Sierra.Sabido@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](mailto:travel.requests@mail.house.gov).



TRAVELER FORM

- 1. Name of Traveler: Sierra Sabido
- 2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
The International Republican Institute
- 3. City and State **OR** Foreign Country of Travel : Benos Aires, Argentina
- 4. a. Date of Departure: October 23, 2022 Date of Return: October 30, 2022
- 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.**  
Insights into women serving in Congress, sharing global practices to advance women ' s leadership in legislative body. I work as a Legislative Assistant for Congresswoman Carol Miller.

- 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 Carol D. Miller Date 09/22/2023



U.S. House of Representatives

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor who will be paying for the trip:  
**The 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):  
**See Add'tl page**
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 23, 2022 Date of return: October 30, 2022
7. a. City of departure: Washington DC, USA  
b. Destination(s): Buenos Aires, Argentina  
c. City of return: Washington DC, USA
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:



U.S. House of Representatives

# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following:**

a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*

b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:

**This trip is a legislative exchange program that is arranged for and with support from the House Democracy Partnership (HDP) in the U.S. House of Representatives. The objective is to connect congresswomen with women legislators from other countries in Latin America to share knowledge and discuss best practices to advance women's leadership and participation in legislative bodies.**

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):

**In line with State Department Per Diem rules, meals will cost \$129 per day.**

2) Provide the reason for selecting the location of the event or trip:

**The Parliament of Argentina has agreed to host this regional exchange with approval by HDI**

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Hilton Buenos Aires City: Buenos Aires Cost Per Night: 267

Reason(s) for Selecting: This hotel is located near parliament and will honor the per diem lodging rate.

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking 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	\$1500 R/T airfare	\$1600	\$970
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	\$200	Ground transportation, travel to/from the airport
For each Accompanying Family Member		

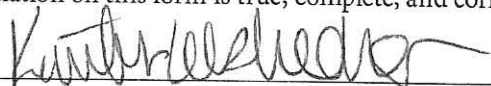
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

### 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: 09/19/2022

Name: Kimber Shearer Title: Executive Vice President and Counsel

Organization: The International Republican Institute

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

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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 2022

Ms. Sierra Sabido  
Office of the Honorable Carol D. Miller  
465 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Sabido:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Argentina,<sup>1</sup> scheduled for October 23 to 30, 2022, sponsored by International Republican Institute.

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

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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.



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

Sincerely,



Susan Wild  
Acting Chairwoman



Michael Guest  
Acting Ranking Member

SW/MG:kjf



**The International  
Republican Institute**  
Suite 800  
1225 Eye St., NW  
Washington, D.C. 20005  
(202) 408-9450  
[www.iri.org](http://www.iri.org)

**Ethics Additional Pages, Answering Question #4: House Invitees**

The invitees include the following:

- **Rep. Carol Miller:** This invitee was selected so she can share her experiences and perspectives as a woman serving in Congress, to share global good practices to advance women's leadership in a legislative body.
- **Rep. Stephanie Murphy:** This invitee was selected so she can share her experiences and perspectives as a woman serving in Congress, to share global good practices to advance women's leadership in a legislative body.



**The House Democracy Partnership**  
*in Collaboration with IRI's*  
**Women's Democracy Network**

**Present:**

**A Regional Legislative Exchange**

***To Advance Women's Political Leadership***

*October 24 - 28, 2022*

*Buenos Aires, Argentina*





**Sunday, October 23, 2022**  
*Casual Dress for Travel*

**5:40PM**      **Depart Washington, D.C.**  
*IRI has arranged air travel out of Washington, D.C. from Reagan National Airport for Representative Carol Miller*

**The Hon. Carol Miller**

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**7:00PM**      **Depart Orlando Florida**  
*IRI has arranged air travel out of Orlando, Florida for Representative Stephanie Murphy.*

**The Hon. Stephanie Murphy**

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**8:15PM**      **Rep. Murphy Arrives to Miami International Airport**  
**8:27PM**      **Rep. Miller Arrives to Miami International Airport**  
*Layover*

**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**11:15 PM**      **Depart the U.S.**  
*Fly from Miami to Buenos Aires, Argentina (flight is 9 hours overnight)*

**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**Monday, October 24, 2022**

*Casual Dress for Travel*

**9:08AM**

**Arrive to Buenos Aires and Transfer to the Hotel**

*Delegates will need to transfer through customs and baggage claim, after which IRI will transfer the group to the Hotel.*

**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**11:30 AM**

**Hotel Check In**

*Hilton Buenos Aires*

Please note a personal credit card will be required for incidentals. After check in, there will be time to unpack and settle.

**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**1:00 PM**

**US Delegation Lunch: Political and Security Briefing**

*El Faro at the Hilton Buenos Aires*

Delegates will meet with IRI staff for a preparatory discussion related to the week ahead. To ensure a safe and productive trip, discussion will cover security protocols while in Argentina, the week's logistics, country background, the political situation, and the structures within the parliament. Please be sure to bring all briefing materials and the agenda to this session.

**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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Each delegate will have the opportunity to introduce themselves, and provide general salutation, including their name, title, parliamentary affiliation, country, and any short greetings they wish to provide to the full group. Please note that due to the size of the event, and in order to allow all delegates to speak, introductions will be limited to 1 minute per delegate.

**Moderator:** *Ms. Nazneen Khan, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**2:30 PM**

**Building Consensus to Support Inclusive Democratic Engagement**

Room TBC

Democratic resilience is incumbent on the inclusive engagement of key and diverse voices among the citizenry. How can members of parliament collaborate, not only between themselves, but also with multilateral institutions, the private sector, and civil society, to prioritize inclusion of such groups in democratic decision making? This session will address the ways in which legislators can increase the participation of youth, social movements, including those involving women and indigenous communities, and the private sector in the legislative process, as well as collaborate with those representatives to advance innovative and informed agendas for democratic strengthening.

**Moderator:** *Ms. Erin McMnamin, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**3:30 PM**

**Effective Committee Operations Overview**

Room TBC

The panel will discuss how to set a clear policy agenda for the term. Good practices in strategic planning to outline goals, roadblocks, and areas of mutual cooperation. Discussion will also outline different types of committee business and routine committee processes; such as hearings, mark-ups and member briefings. The panel will share their experiences in arranging effective hearings, using the committee process to





draft legislation, and how best to educate committee membership on relevant topics within the jurisdiction of the committee.

**Moderator:** *Ms. Erin McMenamín, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.  
The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**4:30 PM**      **How to Arrange a Committee Hearing**  
Room TBC

This discussion will center around how to best arrange a committee hearing. Discussion points will include how to identify topics and how those topics best serve your needs and that of your constituents. How to create and disseminate hearing materials to legislators and staff to help them participate fully and effectively. How to arrange multi-partisan (bipartisan hearings) and how to participate in and arrange partisan hearings.

**Moderator:** *Ms. Erin McMenamín, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.  
The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**5:30 PM**      **End of Official Programming**

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**Citizen Engagement**  
**Wednesday, October 26, 2022**  
*Business Professional Dress for all Meetings*  
*Breakfast at Delegate's Leisure before day's program*

**8:30 AM**      **Sign in & pre-program coffee**

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**9:00 AM**      **Calling Witnesses and Engaging the Public**  
Room TBC

Effective Hearings leverage a variety of experts, members of the public and others to help legislators learn more about policy topics, to advance a particular message and inform the public debate on legislative proposals. This conversation will cover advice on identifying types of witnesses, how to alert stakeholders about committee activity and how to share proceedings in advance of and following a hearing.

**Moderator:** *Ms. Erin McMenam, Program Manager, IRI*

**Speakers:**  
*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
*The Hon. Carol Miller, The Hon. Stephanie Murphy*

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**10:00 AM**      **Rights and Powers of the Ruling & Opposition Parties in the Committee Process**  
Room TBC

Setting rules for the rights and powers of both the majority and minority parties in how committee business will be conducted is essential for ensuring streamlined and fair processes. This section will discuss how to safeguard the authority and advance the agenda when in the majority party, as well as how to get your message across and influence committee work while in the opposition.

**Moderator:** *Ms. Erin McMenam, Program Manager, IRI*

**Speakers:**  
*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
*The Hon. Carol Miller, The Hon. Stephanie Murphy*

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11:00 AM

**Engaging with Citizens Outside the Capital**  
Room TBC

The convening power of a legislature is an incredibly important tool in the hands of legislators. There are many methods that legislators can engage the public outside the capitol. This session will cover the successes and challenges of different methods of citizen engagement in the community to provide comparative examples. Conversation could cover field hearings, site visits (like schools, businesses and other community groups), as well as town halls and other meet & greet events.

***Moderator: Ms. Erin McMenamain, Program Manager, IRI***

***Speakers:***

***All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.  
The Hon. Carol Miller, The Hon. Stephanie Murphy***

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12:00 PM

**Working Lunch**  
*El Faro at the Hilton Buenos Aires*

The entire lunch will be dedicated to discussion over the citizen engagement methods and committee hearing process.

***All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.  
The Hon. Carol Miller, The Hon. Stephanie Murphy***

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2:00 PM

**How to Reach Your Audience**  
Room TBC

Methods and strategies to identify audiences, craft messages, and communicate effectively. This session will dive deep into good practices for crafting messages that resonate with specific groups and further on how best to reach those groups. Conversation will also seek to identify challenges women in particular and highlight best practices like leveraging others to promote your messaging, including male allies.

***Moderator: Ms. Erin McMenamain, Program Manager, IRI***

***Speakers:***

***All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.  
The Hon. Carol Miller, The Hon. Stephanie Murphy***

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**3:00 PM**      **Citizen Engagement through Social Media**  
Room TBC

This session will provide an overview of social media platforms with a specific focus on analytics. Additionally, conversation will cover good practices for using social media to listen versus to share. The session will also touch on elements of quality messaging including about content and timing as well as target audiences. Principles to cover will include: informative, timeliness, accessibility,, and helpfulness. Lastly, we will touch on the critical topic of countering online violence against women.

**Moderator:** *Ms. Erin McMenamain, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**4:00 PM**      **Coffee Break**

*The entirety of this break will be dedicated to informal reflections on the days sessions.*

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**4:15 PM**      **Citizen Centered Digital Transformation in the Legislature**  
Room TBC

Technological advancement in government is only worthwhile if it serves the needs of the citizen. Citizens are a digital customer of government, and so technological advancement in the legislature must focus on User Centered Design. Conversation will seek to answer the questions: 1) what does the average citizen need out of the congressional website and congressional online tools? 2) how do citizens use the congressional website and other online tools now? 3) how does the Congress envision citizens using the tools in the future? 4) How can Congress bridge the gaps in how citizens use online tools now and what the Congress envisions their use in the future?

**Moderator:** *Ms. Erin McMenamain, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**5:15 PM**      **End of Official Programming**

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## **Strengthening Women's Congressional Bodies**

**Thursday, October 27, 2022**

*Business Professional Dress for all Meetings  
Breakfast at Delegate's Leisure before day's program*

**8:30 AM**      **Sign in & pre-program coffee**

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**9:00 AM**      **Understanding the Information Landscape**  
Room TBC

This will be a small group exercise for participants to outline how they understand the policy and information landscape regarding their legislative priorities and how the public and the media perceives the members themselves. This will facilitate further discussion on crafting messages that are effective at advancing their priorities.

**Moderator:** *Ms. Erin McMenam, Program Manager, IRI*

**Speakers:**

**The Hon. Carol Miller, The Hon. Stephanie Murphy**

---

**10:00 AM**      **Connecting Citizen Concerns to the Media**  
Room TBC

This session will discuss strategies to engage citizens, ways to hear their feedback for elected officials, and how to appropriately and effectively use citizen stories and experiences to advance legislative initiatives. A particular focus will be on how to gain citizen feedback to share with media outlets to showcase and highlight citizen stories and concerns. Additionally, this session will address strategies to manage gender bias in reporting and engagement with members of the media. Issues such as softball questions, commenting on dress, and downplaying the importance of women's policy interests.

**Moderator:** *Ms. Erin McMenam, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.  
The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**11:00 AM**

**Empowering and Enhancing Women's Inclusion in Parliament**





Room TBC

This panel will allow for the opportunity to discuss the importance of women's political participation in parliaments worldwide. Participants will engage in dialogue on challenges and successes in gender mainstreaming in their parliaments, best practices for mainstreaming gender in parliamentary debate, and how to effectively collaborate across party lines to advance shared goals and create decision-making space for women in parliament.

**Moderator:** *Ms. Erin McMenam, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI. The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**12:00 PM**

**Working Lunch**

*El Faro at the Hilton Buenos Aires*

The entire lunch will be dedicated to discussion over the citizen engagement methods and committee hearing process.

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI. The Hon. Carol Miller, The Hon. Stephanie Murphy**

---

**2:00 PM**

**Women's Caucuses and Commissions**

Room TBC

How to establish and activate effective women's caucuses and commissions to advance policy issues important to women legislators and citizens. This discussion will provide conversation around the benefit and durability of women's caucuses and commissions, how these groups can be a powerful negotiating bloc, and how to ensure gender is considered in all policy initiatives.

**Moderator:** *Ms. Nazneen Khan, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI. The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**3:00 PM**

**Platform for Partnership**

Room TBC





This discussion will be on how the caucus or commission can be a resource for female members and how cross-party collaboration can provide wins for members. The conversation will include comparative examples from across participating members.

**Moderator:** *Ms. Erin McMenamin, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
The Hon. Carol Miller, The Hon. Stephanie Murphy

---

**4:00 PM**

**Coffee Break**

*The entirety of this break will be dedicated to informal reflections on the days sessions.*

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**4:15 PM**

**Action Plan**

Room TBC

Caucus and Committee leaders from Colombia, Ecuador and Bolivia can share the steps taken thus far on the progression of their action items and the creation of the Bolivia' women's organization. Discussion will cover successes and how they overcame challenges. The conversation will lead to advocacy planning for next steps.

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**5:15 PM**

**End of Official Programming**

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**Legislative Drafting**  
**Friday, October 28, 2022**  
*Business Professional Dress for all Meetings*  
*Breakfast at Delegate's Leisure before day's program*

**8:30 AM**      **Sign in & pre-program coffee**

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**9:00 AM**      **Introduction to the Problem Tree Exercise**  
Room TBC

In small groups of 3-5, participants will discuss and choose a “core problem”. Then they will write down the root causes of this problem. Finally, groups will outline the effects of the problem. Be sure to consider the questions on the policy issues: 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 unevenly? Does this issue require a policy intervention? Groups should be prepared to present their problem, root causes and effects with the larger group for discussion.

**Moderator:** *Ms. Erin McMenamín, Program Manager, IRI*

**Speakers:**  
*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
*The Hon. Carol Miller, The Hon. Stephanie Murphy*

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**10:30 AM**      **Stakeholder Mapping to Engage Allies and Avoid Roadblocks**  
Room TBC

This discussion will cover types of stakeholders and map them and their relationship to a policy issue. Understanding which institutions have power to act and who within those institutions makes decisions 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.

**Moderator:** *Ms. Erin McMenamín, Program Manager, IRI*

**Speakers:**  
*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
*The Hon. Carol Miller, The Hon. Stephanie Murphy*





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**11:00 AM**      **Operationalizing Advocacy to Turn Legislation into Law**  
Room TBC

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. Seek to build trust and nurture relationships. Some methods include collaborate on projects of mutual interest; help bring attention to their work; assist them with special projects; share information with them; attend their meetings and invite them to yours. 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.

**Moderator:** *Ms. Erin McMenamín, Program Manager, IRI*

**Speakers:**

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**12:00 PM**      **Working Lunch**  
*El Faro at the Hilton Buenos Aires*

The entire lunch will be dedicated to discussion over action planning processes so that the participants bring home lessons learned and new ideas to their parliament.

**All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.**  
**The Hon. Carol Miller, The Hon. Stephanie Murphy**

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**2:00 PM**      **Assessing Impact to Promote Inclusive Policy Design**  
Room TBC

An inclusion impact assessment is a critical aspect to drafting responsive and equitable legislation. As you design your legislation, questions about impact 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 Indigenous or different tribes? Are there legal, social or cultural constraints on equitable measures? Does the policy objective and assessment take into account the intersectionality of these groups? Are there ways the impact could have any backlash or do harm in implementation that could be prevented? Are the different times considered for





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**Moderator:** Ms. Erin McMenamain, Program Manager, IRI

**Speakers:**

*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**3:00 PM**

**Coffee Break**

*The entirety of this break will be dedicated to informal reflections on the days sessions.*

*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**3:30 PM**

**Surveys**

*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador*

The Hon. Carol Miller, The Hon. Stephanie Murphy (and other US delegates will have a brief executive time).

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**4:30 PM**

**Visit the Parliament**

The delegations will visit the host parliament to view the plenary chamber, committee rooms, and understand the citizen's access to parliament.

*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**5:15 PM**

**Program Ends**

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**6:00 PM**

**Program Closing Reception**

*Venue TBC*

Shortly following the conclusion of programming, all program participants and partnership representatives and staff are invited to join HDP and WDN for a closing reception. Refreshments will be served.

*All Participants from Argentina, Guatemala, Colombia, Peru, Bolivia, Ecuador and IRI.*  
The Hon. Carol Miller, The Hon. Stephanie Murphy







**Departure Day**  
**Saturday, October 29, 2022**  
*Casual dress for travel*

**5:00 PM**      **Depart Hotel and Transfer to the Airport**  
  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**6:00 PM**      **Airport Drop Off**  
Room TBC  
  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**8:50 PM**      **Depart Buenos Aires and Fly to Miami International Airport**  
  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**Sunday, October 30, 2022**  
*Casual dress for travel*

**8:30 AM**      **Arrive to Miami International Airport**  
Layover  
  
The Hon. Carol Miller, The Hon. Stephanie Murphy

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**11:00 AM**      **Depart Miami and Fly to Washington Reagan National Airport (The Hon. Carol Miller) and Orlando International Airport (The Hon. Stephanie Murphy)**

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**12:15PM**      **Arrive to Orlando, Florida (The Hon. Stephanie Murphy)**  
**2:30 PM**      **Arrive to Washington, D.C. (The Hon. Carol Miller)**





**The House Democracy Partnership**  
*in Collaboration with IRI's*  
**Women's Democracy Network**

**Present:**

**A Regional Legislative Exchange**

***To Advance Women's Political Leadership***

***October 25 - 28, 2022***

***Buenos Aires, Argentina***





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Emergency Contact Information	
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**Arrival Day**  
**Monday October 24, 2022**  
Delegate arrival will vary.  
*Casual Dress for travel and meetings today*  
*IRI staff member Reed Dhein will greet delegates and assist them to their transportation to the Hotel*

**7:09AM**      **The Hon. Carol Miller arrives to EZE**

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**7:55AM**      **The Hon. Mimi Walters & Ms. Sierra Sabido arrive to EZE**

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**9:30AM**      **Hotel Transfer**  
IRI arranged ground transportation will pick up the Hon. Carol Miller, the Hon. Mimi Walters and Ms. Sierra Sabido.

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**10:30AM**      **Hotel Check in**  
IRI will assist the Hon. Carol Miller, the Hon. Mimi Walters and Ms. Sierra Sabido to check into their hotel rooms. A personal credit card will be required for any incidentals. IRI staff member Erin McMenamain will meet delegates in the lobby.

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**12:00PM**      **Delegation Lunch**  
This lunch will be dedicated to familiarizing the delegates with the IRI team, the week ahead, the hotel, and the city of Buenos Aires.

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**2:00PM**      **Delegation Coffee and Overview of HDP and IRI Legislative Strengthening Practice**  
The Legislative Strengthening team provided the U.S. delegation with an overview of the House Democracy Partnership, the House commission, and IRI's role in supporting the programmatic efforts through legislative exchanges.

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**7:00PM**      **Optional Delegation Dinner**  
This dinner will be a chance to address any outstanding question before the official program begins tomorrow.





**Committee Operations**  
**Tuesday, October 25, 2022**  
*Business Professional Dress for all Meetings*  
*Breakfast at Delegate's Leisure before day's program*

**10:00 AM Briefing on Country Backgrounds and IRI programming  
Atlantico C**

Delegates will meet with IRI staff for a preparatory discussion related to the week ahead. To ensure a safe and productive trip, discussion will cover security protocols while in Argentina, the week's logistics, country background, the political situation, and the structures within the parliament. Please be sure to bring all briefing materials and the agenda to this session.

**US Delegation Attendees:** The Hon. Carol Miller, The Hon. Mimi Walters, Ms. Sierra Sabido

**IRI Attendees/Briefers:** Erin McMenamain, Reed Dhein, Jenna Ruffoni, Valerie Dowling, Nazneen Khan, Allison Reinhardt, Humberto Collado, Jennifer Schreider, Gabriela Serrano, Casey Cagley, Miguel Hernandez, Diego Palma, Julieth Christine Conde.

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**11:30 AM Sign in & Registration**

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**12:00 PM Opening Session & Welcome Lunch  
Atlantico A+B**

This session is an opportunity to touch upon the importance of the role of the legislature in effective and resilient democracies, will serve as a welcome from HDP and WDN, and an official photo. This opening session will also provide the opportunity for each delegate to provide a one-minute intro of themselves. Each delegate will have the opportunity to introduce themselves, and provide general salutation, including their name, title, parliamentary affiliation, country, and any short greetings they wish to provide to the full group. Please note that due to the size of the event, and in order to allow all delegates to speak, introductions will be limited to 1 minute per delegate.

*Moderator: Ms. Erin McMenamain, Program Manager, IRI*

***Speakers: All Participants***





1:30 PM

## Country Updates and Presentations

Atlantico C

All delegations are asked to provide five to seven minutes of remarks to provide an overview of their legislature's priorities and progress vis a vis advancing women's inclusion and leadership in the parliament.

**Moderator:** *Ms. Jennifer Schreider, Southern Cone Program Manager, IRI*

### **Presenting Speaker:**

**United States:** *The Hon. Carol Miller, Congresswoman, United States*

**Argentina:** *The Hon. Lucilla Crexell, Senator, Argentina*

**Bolivia:** *The Hon. Samantha Nogales, Assemblywoman, Bolivia*

**Colombia:** *The Hon. Ana Paula Agudelo, Senator, Colombia*

**Ecuador:** *The Hon. Nathalie Arias, Assemblywoman, Ecuador*

**Guatemala:** *The Hon. Sonia Gutierrez, Deputy, Guatemala*

**Peru:** *The Hon. Maria Del Carmen Alva, Congresswoman, Peru*

2:30 PM

## Building Consensus to Support Inclusive Democratic Engagement

Atlantico C

Democratic resilience is incumbent on the inclusive engagement of key and diverse voices among the citizenries. How can members of parliament collaborate, not only between themselves, but also with multilateral institutions, the private sector, and civil society, to prioritize inclusion of such groups in democratic decision making? This session will address the ways in which legislators can increase the participation of youth, social movements and social networks, including those involving women and indigenous communities, and the private sector in the legislative process, as well as collaborate with those representatives to advance innovative and informed agendas for democratic strengthening. Conversation will seek to address what can women do collectively in their roles to “promote the voices of women in the policymaking process?”

**Moderator:** *Ms. Valerie Dowling, WDN Director, IRI*

### **Panelists:**

**The Hon. Marelen Castillo Torres, Congresswoman, Colombia**

**The Hon. Gabriela Ferrel, Deputy, Bolivia**

**The Hon. Ana Herrera, Assemblywoman, Ecuador**

**The Hon. Mimi Walters, former Congresswoman, United States**





**3:30 PM**

### **Effective and Inclusive Committee Operations**

Atlantico C

The panel will start the conversation with discussing the challenges in setting up a committee and then share best practices for inclusive and effective committees. The panel will discuss how to set a clear policy agenda for the term. Good practices in strategic planning to outline goals, roadblocks, and areas of mutual cooperation. Discussion will also outline different types of committee business and routine committee processes; such as hearings, mark-ups and member briefings. The panel will share their experiences in arranging effective hearings, using the committee process to draft legislation, and how best to educate committee membership on relevant topics within the jurisdiction of the committee. Effective hearings also leverage a variety of experts, members of the public and others to help legislators learn more about policy topics, to advance gender responsiveness and inform the public debate on gender inclusive legislative proposals. This conversation will cover advice on identifying types of witnesses, how to alert stakeholders about committee activity and how to share proceedings in advance of and following a hearing.

**Moderator:** *Ms. Erin McMenamain, Program Manager, IRI*

**Speakers:**

**The Hon. Dina Farinango, Assemblywoman, Ecuador**

**The Hon. Elizabeth Jay-Pang, Assemblywoman, Colombia**

**The Hon. Karina Paz, Deputy, Guatemala**

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**4:30 PM**

### **How to Arrange a Committee Hearing**

Atlantico C

This discussion will center around how to best arrange a committee hearing on gender related topics and issues. Discussion points will include how to identify topics and how those topics best serve your needs and that of your constituents. How to create and disseminate hearing materials to legislators and staff to help them participate fully and effectively. How to arrange multi-partisan (bipartisan hearings) and how to participate in and arrange partisan hearings. Further discussion will include how to apply a gendered perspective when conducting oversight over the executive. And how gender can influence official requests for information, for hearings, and for public forums?

**Moderator:** *Ms. Erin McMenamain, Program Manager, IRI*

**Speakers:**

**The Hon. Nathalie Arias, Assemblywoman, Ecuador**

**The Hon. Ana Maria Castañeda, Senator, Colombia**





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*The Hon. Ligia Hernandez, Deputy, Guatemala*

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**5:30 PM**      **End of Panel Discussions**

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**7:00PM**      **Delegation Dinner**

This official dinner will be a chance to review material and outstanding questions from the day's program and discuss the next day's agenda.







**Citizen Engagement**  
**Wednesday, October 26, 2022**  
*Business Professional Dress for all Meetings*  
*Breakfast at Delegate's Leisure before day's program*

**8:30 AM**      **Sign in & pre-program coffee**

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**9:00 AM**      **Rights and Powers of the Ruling & Opposition Parties in the Committee Process**

Atlantico C

Setting rules for the rights and powers of both the majority and minority parties in how committee business will be conducted is essential for ensuring streamlined and fair processes. This section will discuss how to safeguard the authority and advance the agenda when in the majority party, as well as how to get your message across and influence committee work while in the opposition.

**Moderator: Ms. Gabriela Serrano, Resident Program Director, IRI Colombia and Peru**

**Speakers:**

**The Hon. Carol Miller, Congresswoman, United States**

**The Hon. Rosangela Barbaran, Congresswoman, Peru**

**The Hon. Juana Carolina Londono, Congresswoman, Colombia**

**The Hon. Luisa Nayar, Congresswoman, Bolivia**

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**10:00 AM**      **Effective Messaging and How to Reach Your Audience**

Atlantico C

Methods and strategies to identify audiences, craft messages, and communicate effectively. This session will dive deep into good practices for crafting messages that resonate with specific groups and further on how best to reach those groups. Conversation will also seek to identify challenges women in particular and highlight best practices like leveraging others to promote your messaging, including male allies. As part of this session there will also be a small group exercise for participants to outline how they understand the policy and information landscape regarding their legislative priorities and how the public and the media perceives the members themselves. This will facilitate further discussion on crafting messages that are effective at advancing their priorities.

**Moderator: Ms. Gabriela Serrano, Resident Program Director, IRI Colombia and Peru**





**Speakers:**

***The Hon. Marjorie Chávez, Assemblywoman, Ecuador***  
***The Hon. Carolina Giraldo, Congresswoman, Colombia***  
***The Hon. Ligia Hernandez, Deputy, Guatemala***

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**11:00 AM**      **Inclusive Engagement of Citizens Outside the Capital**  
Atlantico C

The convening power of a legislature is incredibly important tool in the hands of legislators. There are many methods that legislators can engage the public outside the capitol. This session will cover the successes and challenges of different methods of citizen engagement in the community to provide a comparative examples. Conversation could cover field hearings, site visits (like schools, businesses and other community groups such as CSO groups), as well as town halls and other meet & greet events.

***Moderator: Mr. Diego Palma, Program Manager, IRI***

**Speakers:**

***The Hon. Carol Miller, Congresswoman, United States***  
***Ms. Sierra Sabido, Legislative Assistant, United States***  
***The Hon. Dina Farinango, Assemblywoman, Ecuador***  
***The Hon. Merana Oliva, Deputy, Guatemala***  
***The Hon. Astrid Sanchez, Congresswoman, Colombia***

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**12:00 PM**      **Working Lunch**  
Atlantico A+B

The entire lunch will be dedicated to discussion over the citizen engagement methods and committee hearing process.

***All Participants***

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**2:00 PM**      **Citizen Engagement through Social Media**  
Atlantico C

This session will provide an overview of social media platforms with a specific focus on analytics. Additionally, conversation will cover good practices for using social media to listen versus to share. The session will also touch on elements of quality messaging including about content and timing as well as target audiences. Principles to cover will include: informative, timeliness, accessibility, and helpfulness. Lastly, we will touch on the critical topic of countering online violence against women in politics.





**Moderator:** *Mr. Casey Cagley, Resident Program Director, IRI Bolivia*

**Speakers:**

*Mr. Austin Akers, Press Secretary & Media Communications Manager, IRI*

*The Hon. Marjorie Chávez, Assemblywoman, Ecuador*

*The Hon. Samantha Nogales, Deputy, Bolivia*

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**3:15 PM**

**Coffee Break**

*The entirety of this break will be dedicated to informal reflections on the days sessions.*

**All Participants**

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**3:45 PM**

**Citizen Centered Digital Transformation in the Legislature**

Atlantico C

Technological advancement in government is only worthwhile if it serves the needs of the citizen. Citizens are a digital customer of government, and so technological advancement in the legislature must focus on User Centered Design. Conversation will seek to answer the questions: 1) what does the average citizen need out of the congressional website and congressional online tools? 2) how do citizens use the congressional website and other online tools now? 3) how does the Congress envision citizens using the tools in the future? 4) How can Congress bridge the gaps in how citizens use online tools now and what the Congress envisions their use in the future?

**Moderator:** *Mr. Diego Palma, Program Manager, IRI*

**Speakers:**

*The Hon. María José Plaza, Assemblywoman, Ecuador*

*The Hon. Karina Paz, Deputy, Guatemala*

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**5:00 PM**

**End of Panel Discussions**

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**7:00PM**

**Delegation Dinner**

This official dinner will be a chance to review material and outstanding questions from the day's program and discuss the next day's agenda.





## **Strengthening Women's Congressional Bodies**

**Thursday, October 27, 2022**

*Business Professional Dress for all Meetings*

*Breakfast at Delegate's Leisure before day's program*

**8:30 AM**      **Sign in & pre-program coffee**

---

**9:00 AM**      **Connecting Citizen Concerns to the Media**

Atlantico C

This session will discuss strategies to engage citizens, ways to hear their feedback for elected officials, and how to appropriately and effectively use citizen stories and experiences to advance legislative initiatives. A particular focus will be on how to gain citizen feedback to share with media outlets to showcase and highlight citizen stories and concerns. Additionally, this session will address strategies to manage gender bias in reporting and engagement with members of the media. Issues such as softball questions, commenting on dress, and downplaying the importance of women's policy interests.

***Moderator: Ms. Erin McMenamin, Program Manager, IRI***

***Speakers:***

***The Hon. Elizabeth Jay-Pang, Congresswoman, Colombia***

***The Hon. Maria Jose Plaza, Assemblywoman, Ecuador***

***The Hon. Mimi Walters, former Congresswoman, United States***

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**10:00 AM**      **Empowering and Enhancing Women's Inclusion in Parliament**

Atlantico C

This panel will allow for the opportunity to discuss the importance of women's political participation in parliaments worldwide. Participants will engage in dialogue on challenges and successes in gender mainstreaming in their parliaments, best practices for mainstreaming gender in parliamentary debate, and how to effectively collaborate across party lines to advance shared goals and create decision-making space for women in parliament. Further discussion will include how women can advance these ideals in their political party.

***Moderator: Valerie Dowling, WDN Director, IRI***

***Speakers:***





***The Hon. Silvia Giacoppo, Senator, Argentina***  
***The Hon. Ana Herrera, Assemblywoman, Ecuador***  
***The Hon. Cecilia Requena, Senator, Bolivia***  
***The Hon. Margarita Stolbizer, Congresswoman, Argentina***

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**11:00 AM Platform for Partnership Women's Caucuses and Commissions**  
Atlantico C

This discussion will be on how the caucus or commission can be a resource for female members and how cross-party collaboration can provide wins for members. How to establish and activate effective women's caucuses and commissions to advance policy issues important to women legislators and citizens. This discussion will provide conversation around the benefit and durability of women's caucuses and commissions, how these groups can be a powerful negotiating bloc, and how to ensure gender is considered in all policy initiatives. The conversation will include comparative examples from across participating members.

***Moderator: Ms. Valerie Dowling, Director WDN, IRI***

***Speakers:***

***The Hon. Nathalie Arias, Assemblywoman, Ecuador***  
***The Hon. Jimena Costa, Former Deputy, Bolivia***  
***The Hon. Merana Oliva, Deputy, Guatemala***

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**12:00 PM Working Lunch**  
Atlantico A+B

The entire lunch will be dedicated to discussion over the citizen engagement methods and committee hearing process.

***All Participants***

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**2:30 PM US Delegates Depart for Meeting with the U.S. Ambassador to Argentina**  
This transfer time will include entry through security to the US Embassy, remember to take your passports to enter through security.

**US Delegation Attendees:** The Hon. Carol Miller, Ms. Sierra Sabido.  
**IRI Attendees:** Erin McMenamin, Reed Dhein, Valerie Dowling, Jennifer Schreider.

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**3:00PM**

**Meeting with the U.S. Ambassador to Argentina**

*Av. Colombia 4300, C1425GMN CABA, Argentina*

Meeting with the U.S. Embassy will help delegates gain an understanding of U.S. government priorities in the region, active program priorities, and a chance to collaborate on the message the Congresswomen can aim to advance in the program days ahead.

**US Attendees:** The Hon. Carol Miller, Ms. Sierra Sabido. **IRI Attendees:** Erin McMenamain, Reed Dhein, Valerie Dowling, Jennifer Schreider.

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**4:00PM**

**Action Plan**

Atlantico C

Caucus and Committee leaders from Colombia, Ecuador and Bolivia can share the steps taken thus far on the progression of their action items and the creation of the Bolivia' women's organization. Discuss successes and how they overcame challenges. Advocacy plan next steps.

*Country Break out Session*

**Moderator: Ms. Nazneen Khan, Program Manager, IRI**

**Break out session leaders**

**Ms. Gabriela Serrano, Resident Program Director, IRI Colombia and Peru**

**Mr. Diego Palma, Program Manager, IRI Guatemala**

**Mr. Casey Cagley, Resident Program Director, IRI Bolivia**

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**5:15 PM**

**End of Panel Discussions**

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**7:00PM**

**Delegation Dinner**

This dinner will be a chance to review material and outstanding questions from the day's program and discuss the next day's agenda.





**Legislative Drafting**  
**Friday, October 28, 2022**  
*Business Professional Dress for all Meetings*  
*Breakfast at Delegate's Leisure before day's program*

**8:30 AM**      **Registration and Sign in**

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**9:00 AM**      **Stakeholder Mapping to Engage Allies and Avoid Roadblocks**  
Atlantico C

This discussion will cover types of stakeholders and map them and their relationship to a policy issue. Understanding which institutions have power to act and who within those institutions makes decisions 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.

**Moderator:** *Ms. Erin McMenamin, Program Manager, IRI*

- Speakers:**  
*The Hon. María José Plaza, Assemblywoman, Ecuador*  
*The Hon. Centa Rek, Senator, Bolivia*  
*The Hon. Mimi Walters, former Congresswoman, United States*

**10:00AM**      **Operationalizing Advocacy to Turn Legislation into Law**  
Atlantico C

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. Seek to build trust and nurture relationships. Some methods include collaborate on projects of mutual interest; help bring attention to their work; assist them with special projects; share information with them; attend their meetings and invite them to yours. 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.

**Moderator:** *Ms. Raquel Munt, Head of WDN Country Chapter Argentina*

- Speakers:**  
*The Hon. Ana Maria Agudelo, Senator, Colombia*





*The Hon. Marjorie Chavez, Assemblywoman, Ecuador*

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**11:00AM**      **Assessing Impact to Promote Inclusive Policy Design**  
Atlantico C

An inclusion impact assessment is a critical aspect to drafting responsive and equitable legislation. As you design your legislation, questions about impact 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 Indigenous or different tribes? Are there legal, social or cultural constraints on equitable measures? Does the policy objective and assessment take into account the intersectionality of these groups? Are there ways the impact could have any backlash or do harm in implementation that could be prevented?

**Moderator:** *Ms. Nazneen Khan, Program Manager, IRI*

**Speakers:**

*The Hon. Carolina Giraldo Botero, Assemblywoman, Colombia*

*The Hon. Dina Farinango, Assemblywoman, Ecuador*

*The Hon. Gabriella Ferrel, Assemblywoman, Bolivia*

*The Hon. Sonia Gutierrez, Deputy, Guatemala*

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**12:00 PM**      **Working Lunch**  
*Atlantico A+B*

The entire lunch will be dedicated to discussion over action planning processes so that the participants bring home lessons learned and new ideas to their parliament.

**All Participants**

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**12:45PM**      **Depart for Parliament Visit**

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**1:30PM**      **Visit the Parliament of Argentina**

The delegations will visit the host parliament to view the plenary chamber, committee rooms, and understand the citizen's access to parliament.







**All Participants**

**2:30PM**      **Transfer to Visit of City Council**

**3:00PM**      **Visit the City Council**

The delegations will visit the BsAs city council to understand the ways in which the local council coordinates with the federal government and the responsibilities legislatures at the local level interact and serve their citizens.

**4:00PM**      **Visit the Teatro de Colon**  
 Following the city council tour, the delegation will visit the famous theatre in the city center.

**5:00 PM**      **Transfer to Closing Ceremony**

**5:30 PM**      **Program Closing Ceremony**  
*Alvear Icon Hotel, Sunny Yard Room*

Shortly following the conclusion of programming, all program participants and partnership representatives and staff are invited to join HDP and WDN for a closing reception. Refreshments will be served.

**All Participants**

**7:30 PM**      **Program Closing Ceremony Concludes**  
*Alvear Icon Hotel, Sunny Yard Room*

**10:30PM**      **The Hon. Carol Miller Departs for the Airport to return to the US**  
*Congresswoman Miller purchased her own ticket to return home one day earlier.*





**Optional Group Tour Day**  
**Saturday, October 29, 2022**  
*Dress will be casual for travel*  
*Breakfast at Delegate's Leisure before day's program*

\*Please have bags packed and stored at the front desk before departing for the day\*

- 1:30AM**      The Hon. Carol Miller departs Ministro Pistarini Airport, Buenos Aires, Argentina. Flight time: 10hrs, 20mins

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- 11:30 AM**      The Hon. Carol Miller arrives to Miami International Airport

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- 11:00 AM**      Delegation meets in the Lobby for Final Day

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- 11:05 AM**      Transfer to La Boca neighborhood

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- 11:15 AM**      Walking tour of La Boca market

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- 12:00 PM**      Transfer to Recoleta neighborhood

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- 12:30 PM**      Visit Recoleta Cemetery

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- 1:00 PM**      **Delegation lunch at Jardin de Invierno restaurant**  
*This lunch served as a debriefing on the program to gain feedback from American volunteer trainers on how to improve programming in the future.*

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- 2:30 PM**      Transfer to Patio Bullrich mall

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- 3:00 PM**      Free time at Patio Bullrich mall

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- 4:30 PM**      Transfer to Hotel

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- 6:00 PM**      **Meet at hotel front desk to collect luggage and transfer to Ministro Pistraini Airport**  
*The Hon. Mimi Walters and Ms. Sierra Sabido depart the Hotel to transfer to the airport.*

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- 9:20 PM**      The Hon. Mimi Walters and Ms. Sierra Sabido depart Ministro Pistarini Airport, Buenos Aires, Argentina.  
Flight time: 10hrs, 30mins





**Travel Day**  
**Sunday, October 30, 2022**  
*Dress will be casual for travel*

- 5:50 AM**      The Hon. Mimi Walters and Ms. Sierra Sabido arrive to George Bush Intercontinental Airport, Houston, Texas.
  
- 7:33 AM**      Ms. Sierra Sabido departs George Bush Intercontinental Airport.  
Flight time: 2hrs, 55mins
  
- 7:38 AM**      The Hon. Mimi Walters departs George Bush Intercontinental Airport.  
Flight time: 3hrs, 30mins
  
- 9:24 AM**      The Hon. Mimi Walters Arrives to Los Angeles International Airport
  
- 11:28 AM**     Ms. Sierra Sabido arrives to Washington Dulles International Airport.

