EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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 giftstravelreports@mail.house.gov, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: Derek Luyten

2. a. Name of Accompanying Relative: __________________________ OR None □
   b. Relationship to Traveler: □ Spouse □ Child □ Other (specify): __________________________

   b. Dates at Personal Expense, if any: __________________________ OR None □


5. Sponsor(s), Who Paid for the Trip: National Democratic Institute

6. Describe Meetings and Events Attended:
   Participated in all meetings with the National Parliament (including with MPs, the Secretary General, and relevant staff) and moderated and presented on U.S. Congress best practices for archiving and data flow management workshops.

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

8. a. ☑ I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
   Signify statement is true by checking the box.
   b. If not, explain:

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

Signature of Traveler: __________________________ Date: 12/01/2022

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: Chairman Greg Meeks Date: 12/02/2022

Signature of Supervising Member: __________________________

Version date 3/2021 by Committee on Ethics
SPONSOR POST-TRAVEL DISCLOSURE FORM

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: National Democratic Institute

2. Travel Destination(s): Pristina, Kosovo

3. Date of Departure: November 12, 2022
   Date of Return: November 17, 2022

4. Name(s) of Traveler(s): Derek Luyten
   Note: You may list more than one traveler on a form only if all information is identical for each person listed.

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

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>$2,307.50</td>
<td>$316.72</td>
<td>$116.56</td>
<td>Coffee breaks: $12.89 Interpretation/AV: $188.02</td>
</tr>
</tbody>
</table>

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: ___________________________

Name: Sander Schultz Title: Chief Financial Officer

Organization: National Democratic Institute

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

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

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

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Version date 3/2021 by Committee on Ethics
TRAVELER FORM

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

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

Name of Traveler: Derek Luyten

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

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

Signature: ____________________________

Name of Signatory (if other than traveler): ____________________________

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

Office Address: 2170 RHOB

Telephone Number: 202-225-5021

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

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

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

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

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

Version date 3/2021 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Derek Luyten

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
   National Democratic Institute

3. City and State OR Foreign Country of Travel: Pristina, Kosovo

4. a. Date of Departure: November 12, 2022  Date of Return: November 17, 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.
   As the Executive Director for HDP, and with a strong background in global democracy and governance, I will
   provide insights from the institutional perspective of HDP, as well as from his perspective as a congressional and
   committee staffer, on the important role of legislative staff in supporting the functionality and mandates of the
   legislature, in addition to the critical nature of legislative research and analysis, data collection, and archival
   processes in institutional efficacy. I will also serve as a moderator for some discussions.

9. Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
   organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

   ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

   I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my
   direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described
   travel is in connection with my employee's official duties and that acceptance of these expenses will not create the
   appearance that the employee is using public office for private gain.

   Signature of Employing Member ___________________________ Date 10/13/2022
TRAVELER FORM

1. Name of Traveler: Derek Luyten

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
   National Democratic Institute

3. City and State OR Foreign Country of Travel: Pristina, Kosovo

4. a. Date of Departure: November 12, 2022    Date of Return: November 17, 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.
   As the Executive Director for HDP, and with a strong background in global democracy and governance, I will
   provide insights from the institutional perspective of HDP, as well as from my perspective as a congressional and
   committee staffer, on the important role of legislative staff in supporting the functionality and mandates of the
   legislature, in addition to the critical nature of legislative research and analysis, data collection, and archival
   processes in institutional efficacy. I will also serve as a moderator for some discussions.

9. Yes □ No □ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
   organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

    ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

    I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my
    direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described
    travel is in connection with my employee's official duties and that acceptance of these expenses will not create the
    appearance that the employee is using public office for private gain.

    Signature of Employing Member ___________________________ Date 10/13/2022
PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:
   National Democratic Institute

2. [ ] I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. **Check only one.** I represent that:
   a. [x] The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip. **OR**
   b. [ ] The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds. **OR**
   c. [ ] The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

   If “c” is checked, list the names of the additional sponsors:

4. Provide names and titles of ALL House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):

   Derek Luyten, Executive Director, House Democracy Partnership

5. Yes [ ] No [x] Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: November 12, 2022 Date of return: November 17, 2022

7. a. City of departure: Washington, DC
   b. Destination(s): Pristina, Kosovo
   c. City of return: Washington, DC

8. **Check only one.** I represent that:
   a. [ ] The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965. **OR**
   b. [x] 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/federal 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. [x] 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:

Version date 3/2021 by Committee on Ethics
10. [X] 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. [X] I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. Signify that the statement is true by checking box; OR
   b. [ ] Not Applicable. Trip sponsor is a U.S. institution of higher education.

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

13. Answer parts a and b. Answer part c if necessary:
   a. Mode of travel:  Air [X]  Rail [ ]  Bus [ ]  Car [X]  Other [ ] (specify: 
   b. Class of travel:  Coach [ ]  Business [ ]  First [ ]  Charter [ ]  Other [X] (specify: Premium Economy)
   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. [X] The trip involves events that are arranged specifically with regard to congressional participation.
   If “b” is checked:
   1) Detail the cost per day of meals (approximate cost may be provided):
      Please see addendum
   2) Provide the reason for selecting the location of the event or trip:
      Please see addendum

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

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>City</th>
<th>Cost Per Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sirius</td>
<td>Pristina, Kosovo</td>
<td>$94</td>
</tr>
</tbody>
</table>

Reason(s) for Selecting: Please see addendum

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>City</th>
<th>Cost Per Night</th>
</tr>
</thead>
</table>

Reason(s) for Selecting: 

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>City</th>
<th>Cost Per Night</th>
</tr>
</thead>
</table>

Reason(s) for Selecting: 

17. [X] 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.
18. **Total Expenses for each Participant:**

<table>
<thead>
<tr>
<th>Action</th>
<th>Transportation Expenses per Participant</th>
<th>Lodging Expenses per Participant</th>
<th>Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Amounts</td>
<td>$2,010</td>
<td>$376</td>
<td>$129.25</td>
</tr>
<tr>
<td>Good Faith Estimates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenses (dollar amount per item)</th>
<th>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>Interpretation; coffee breaks</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td></td>
</tr>
</tbody>
</table>

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: [Signature] Date: 10/13/2022

Name: Sander Schultz Title: Chief Financial Officer

Organization: National Democratic Institute

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

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

**INSTRUCTIONS**

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

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

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

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building ethicscommittee@mail.house.gov | 202-225-7103
Washington, D.C. 20515 More information and forms available at ethics.house.gov
October 24, 2022

Mr. Derek Luyten
Committee on Foreign Affairs
2170 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Luyten:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Kosovo,¹ scheduled for November 12 to 17, 2022, sponsored by 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.

¹ Please be aware that the Committee’s review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohstaff@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:mc
Wednesday, November 16, 2022
Pristina, Kosovo
Breakfast: $0 (included in hotel rate)
Lunch: $13.75
Dinner: $22

Thursday, November 17, 2022
Departure to Washington, DC
Breakfast: $0 (included in hotel rate)
Lunch: $0 (in flight)
Dinner: $0 (in flight)

2) The Assembly of the Republic of Kosovo has been an HDP legislative partner as of 2009. Since then, HDP has worked with the Assembly in the areas of constituent relations, committee operations and parliamentary research. HDP has encouraged development on these fronts with congressional delegations and training seminars for visiting Kosovar members of parliament (MPs) and staff from the Assembly, among other forms of engagement including staff delegations and TACs. This planned TAC will work towards HDP’s overall objective of promoting responsive and effective governance, and strengthening democratic institutions, by supporting effective library and archival processes in the Assembly of the Republic of Kosovo.

16. NDI selected Hotel Sirius in Pristina, Kosovo for the nights of November 13-16, 2022 based on the quality of accommodation and services provided by the hotel staff, reputation in upholding security measures, as ensuring security and safety of travelers if a primary concern of NDI; and close accommodations to meeting venues.

18.

Breakdown of transportation costs:
Airfare: $1,800 (good faith estimate of round trip premium economy class flight cost for Derek Luyten)
Reimbursement for taxis to and from the airport in Washington, DC: $150 (estimate)
Airport transfers in Kosovo: $60 (estimate)

Other expenses:
Interpretation: Translation equipment and interpreters each day will cost around $400 for the entire group. The estimated cost for translation for Derek Luyten would be $40 a day. For 3 days of programming the estimated cost for interpretation for Derek Luyten would be $120.
Coffee breaks: The estimated cost of providing coffee breaks in Kosovo is $10 per person per day (good faith estimates). This is estimated to be $30 total for Derek Luyten for 3 full days of programming in Pristina, Kosovo.
4. Derek Luyten, Executive Director of the House Democracy Partnership (HDP), has been invited to travel to Pristina, Kosovo to support a Technical Assistance Consultancy (TAC) on Supporting Effective Library and Archival Processes in the Kosovo Assembly from November 12-17, 2022, inclusive of travel. This exchange will bring together the Kosovo Assembly’s Parliamentary Institute, which comprises staff experts in legislative research and analysis, archival, and library collections with US House staff and CRS experts to discuss means of instituting effective legislative research, data-collection and archival processes in strengthening institutional capacity. The program will also include meetings with parliamentary leadership and staff. As the Executive Director for HDP, and with a strong background in global democracy and governance, Mr. Luyten will be able to provide insights from the institutional perspective of HDP, as well from his perspective as a congressional and committee staffer, on the the important role of legislative staff in supporting the functionality and mandates of the legislature, in addition to the critical nature of legislative research and analysis, data collection, and archival processes in institutional efficacy.

12. The House Democracy Partnership (HDP) is a bipartisan, twenty-member commission of the U.S. House of Representatives that works directly with more than 20 countries from around the world to support the development of effective, independent, and responsive legislative institutions. The National Democratic Institute (NDI), in collaboration with the International Republican Institute (IRI) facilitates programming on behalf of HDP, which complements both institutions’ respective legislative strengthening work with parliaments worldwide, including the Assembly of the Republic of Kosovo. NDI will be responsible for funding and coordinating logistics related to the program, including scheduling meetings, providing travel and accommodation arrangements, and defining the program methodology. USAID has provided grant funds to NDI for this purpose.

15b.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, November 12, 2022</td>
<td>Departure from Washington, DC</td>
<td>$0 (in flight)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday, November 13, 2022</td>
<td>Arrival in Kosovo</td>
<td></td>
<td>$0 (in flight)</td>
<td>$22</td>
</tr>
<tr>
<td>Monday, November 14, 2022</td>
<td>Pristina, Kosovo</td>
<td>$0 (included in hotel rate)</td>
<td>$13.75</td>
<td>$22</td>
</tr>
<tr>
<td>Tuesday, November 15, 2022</td>
<td>Pristina, Kosovo</td>
<td>$0 (included in hotel rate)</td>
<td>$13.75</td>
<td>$22</td>
</tr>
<tr>
<td>Dinner: $0 (in flight)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast: $0 (in flight)</td>
<td>Lunch: $0 (in flight)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner: $22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breakfast: $0 (included in hotel rate)</td>
<td>Lunch: $13.75</td>
<td>Dinner: $22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HDP Technical Assistance Consultancy

Supporting Effective Library and Archival Processes in the Kosovo National Assembly
Pristina, Kosovo
November 12-17, 2022

On July 28, 2022, the Assembly of Kosovo adopted the new Rules of Procedure (RoP), with no votes against and no abstentions in the voting process. The new RoP took effect on August 9, 2022 and will play an important role in strengthening the Assembly’s oversight and lawmaking functions. Following the passing of the RoP, the Assembly adopted its strategic plan for 2022-2025, in which the Parliamentary Institute (PI) is foreseen to be established. The Parliamentary Institute will contribute to the strengthening of the Assembly through producing timely, credible, and unbiased services for the Assembly. In particular, the PI will provide impartial professional research and analysis of draft laws, access to a professional legislative archive system and research library, educational services for Members of Parliament, staff, interns and citizens, and outreach activities for the public. Building upon the HDP inbound exchange in May 2022, in which the group working to create an effective PI in Kosovo visited Washington, D.C., this exchange will be an opportunity to assess the Assembly’s data collection and archival processes and allow for U.S. delegates to meet with experts in the PI, share experiences, and discuss the importance of legislative library and research services.

November 12-13, 2022
Travel from Washington, DC to Pristina, Kosovo

November 12, 2022
Austrian Airlines 94
IAD-VIE
6:00 PM - 8:40 AM

November 13, 2022
Austrian Airlines 767
VIE-PRN
10:05 AM - 11:40 AM

12:30 - 2:00 PM Transfer to hotel and check in: Hotel Opera
2:00 - 6:00 PM  
Free time to rest

6:00 - 8:00 PM  
Dinner at Shaban
Pristina, Kosovo

November 14, 2022

*Breakfast will be included in the delegates’ hotel stay. Delegates should plan to eat breakfast before programming begins for the day.*

9:00 AM  
Meet in Hotel Opera Lobby to walk to NDI Office

9:10 – 9:15 AM  
Walk to NDI Office

9:15 – 10:15 AM  
**Country Briefing with NDI Staff**

This briefing will provide an opportunity for HDP delegates to meet with NDI staff to gain an understanding of relevant country and political context, in addition to information related to the establishment of the Parliamentary Institute. Specifically, NDI staff will cover details related to the PI’s conceptualization, inclusion in the recent Rules of Procedure passage and within the Assembly’s overall strategic plan for the next five years. This time will also provide an opportunity for the team to review the program agenda, and discuss specific goals and objectives related to the program.

*Participants:*
NDI Staff:
   - Valon Kurhasani, Deputy Country Director, NDI Kosovo
   - Aferdita Syla, Senior Program Manager, NDI Kosovo
   - Shefki Kastrati, Senior Program Officer, NDI Kosovo
   - Kristen Sample, Director of Democratic Governance, NDI
   - Caitlin Brune, Program Associate, Democratic Governance, NDI
Aidan Mitchell, Program Associate, Democratic Governance, NDI

HDP Delegation:
Derek Luyten, Executive Director, HDP
Kimberly Ferguson, Head of Legislative Information Systems Management, CRS
Sarah Garding, Analyst in European Affairs, CRS
Former Congressman Mike Bishop (RI-MI), U.S. House of Representatives

Location:
NDI Office
Andrea Gropa no.120, 10000
Pristina, Kosovo

10:15 – 10:30 AM Walk to Parliament and go through Security

Location:
Ibrahim Rugova Square No. 5,
Pristina 10000

10:30 – 11:30 AM Overview: Kosovo Assembly Archival and Data Collection Process

The Secretary General of the Assembly of Kosovo will provide an overview of the current archival processes in parliament, in addition to assessed challenges and gaps. He will also discuss the Assembly’s plan to develop a library and archival process to be housed in the Parliamentary Institute.

Participants:
Ismet Krasniqi, Secretary General
Shqipe Krasniqi, Senior Officer for Strategic Planning & Donor Coordination
NDI Staff
HDP Delegation

Location:
Room N-204, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

11:35 – 12:30 PM Overview: Print and Digital Systems for Library and Archive Management
In this meeting, delegates will hear from the Director of IT on current virtual systems available for legislative information and archives. The Director will also discuss specific software utilized, processes for gaining and updating information for virtual platforms, and any assessed challenges and needs with regards to the online archive system.

Participants:
Vullnet Kabashi, IT Director
NDI Staff
HDP Delegation

Location:
Room N-204, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

12:30 – 12:40 PM  Walk to Lunch

12:40 – 1:50 PM  LUNCH

Location:
Liburnia Restaurant
Str. Meto Bajraktari, Prishtina, Prishtina 10000

1:50 – 2:00 PM  Return to Parliament for Assembly Tour

2:00 – 3:00 PM  Tour of Kosovo National Assembly and Library and Archive Center

HDP participants will have an opportunity to tour the Kosovo National Assembly, and visit the different offices involved in archival and data collection, in addition to the Library and Archive Center.

Participants:
Musli Krasnigi, Media & PR Director
Assembly guide
HDP Delegation
NDI staff
3:00 – 4:15 PM  
**Meeting with Assembly Librarian and Archival staff**

The delegates will finalize their tour at the Library and Archive Center, and from there meet with library and archives staff to discuss their process for archiving hardcopy documents. Library and archival staff will also discuss any present challenges or assessed needs in their archival processes.

*Participants:*
Arben Loshi, Research, Library and Archive Director (DRLA)
Tahire Shala, Officer for Library
Nelahate Memishi, Senior Officer for Library
Nexhmije Rexha, Officer for Archives
HDP Delegation
NDI Staff

*Location:*
Room N-506, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

4:15 PM  
Return to Hotel for the Evening

---

**November 15, 2022**

*Breakfast will be included in the delegates' hotel stay. Delegates should plan to eat breakfast before programming begins for the day.*

---

9:00 AM  
Meet in Lobby to transfer to Assembly

9:00 – 9:10 AM  
**Travel to Assembly, Go through Security, Prepare for Meeting**

*Location:*
Assembly building
Ibrahim Rugova Square No. 5,
Pristina 10000
9:15 – 09:55 AM  
Meeting with Speaker of Parliament

The HDP delegation will meet with the Speaker of the Assembly, to discuss the cooperation of the HDP and the Kosovo Assembly, and the purpose of their visit to Kosovo. They will also discuss the presentations they will give throughout the program, and planned HDP support of the Assembly in the establishment and development of the Parliamentary Institute. Finally, they will provide an overview of the needs assessment conducted on the prior day of the program, and provide reflections on needs to develop the library and archive services of the Assembly.

Participants:
Glauk Konjufca, Assembly Speaker
HDP Delegation
NDI Staff

Location:
Speaker’s office, Assembly building
Ibrahim Rugova Square No. 5,
Pristina 10000

10:00 – 11:10 AM  
Meeting with Deputy Speakers and Caucus Leaders on Importance of Legislative Library and Research Services, and the Benefits of Expert Staff

In this meeting with deputy speakers and caucus leaders, HDP’s delegates will provide an overview of the importance of library and research services, such as those provided by CRS, and the ways in which those services support the overall efficacy and functionality of the legislature. This meeting will provide an opportunity for legislative principals to ask questions of the HDP delegates, and for them to share their perspectives on how the Assembly can work to incorporate data collection and archival processes based on their brief needs assessment conducted the first day of the visit.

Participants:
Deputy speakers: Saranda Bogujevci (LVV), Enver Hoxhaj (PDK), Kujtim Shala (LDK), Bekir Arifi (Multiethnic Caucus)
Caucus leaders: Mimoza Kusari (LVV), Abelard Tahiri (PDK), Arben Gashi (LDK), Besnik Tahiri (AAK), Enis Kervan (Multiethnik Caucus)
HDP Delegation
NDI Staff

Location:
Presidency meeting room, C-301, Assembly building
Transfer from Meetings with Leadership to Room for Presentations with PI Working Group and Parliamentary Administration

Location:
Room N-204, Assembly building
Ibrahim Rugova Square No. 5,
Pristina 10000

Debrief and Feedback Session with Secretary General and Members of the PI Working Group on Needs Assessment

In this meeting, the HDP delegates will sit down with members of the working group and from the parliamentary administration to discuss their feedback after the first day of meetings and engagement with parliamentary leadership. This session will also set the stage for understanding the challenges and gaps that exist in the PI and corresponding library and archival services to be developed. This will help set the stage for the presentations that will take place in the afternoon with HDP delegates, members of the working group, and other parliamentary administration or political staff.

Participants:
PI Working Group:
Ismet Krasniqi, Secretary General
Ilir Kërçeli, Speaker’s Cabinet Chief
Xheladin Hoxha, Legal Department Director
Emrush Haxhiu, Administration Department Director,
Arben Loshi, Research, Library and Archive Director (DRLA)
Musli Krasniqi, PR and Media Department Director,
Shqipe Krasniqi, Coordination and Donor Officer

HDP Delegation
NDI Staff

Location:
Room N-204, Assembly building
Ibrahim Rugova Square No. 5,
Pristina 10000
12:15 – 12:30 PM  Walk to Lunch

12:30 – 1:50 PM  LUNCH

Location:
Basilico
Pristina, Kosovo

1:50 – 2:00 PM  Return to Assembly meeting rooms

Location:
Assembly building, Room N-204
Ibrahim Rugova Square No. 5,
Pristina 10000

2:00 – 2:50 PM  Presentation: CRS and Library of Congress Data Collection Processes

In this presentation, HDP’s CRS delegates will discuss data and archival processes housed by CRS and the Library of Congress at large. They will provide an overview of how collections are managed both in-print and online, and provide a technical overview on the workflow and staff management processes related to ensuring information is shared, maintained, and updated. Staff will also utilize this time to provide guidance to Kosovo Administration staff on methods they might adopt, given the current operations and process and forward-looking plans.

Speakers:
Kimberly Ferguson, Head of Legislative Information Systems Management, CRS
Sarah Garding, Analyst in European Affairs, CRS

Participants:
DRLA staff (Librarian and archivist), Table Office staff, Media Office staff,
Printing and publication Office staff, IT Office staff
HDP Delegation
NDI Staff

Location:
Room N-506, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000
3:10 – 4:00 PM  Presentation: House Records and Archival Processes

In this session, staff of the Assembly will hear from members of the House Clerk’s office and the Government Printing Office, who are responsible for House legislative activity recording, transcription, archival, and publication processes. This presentation will cover the history and evolution of these processes within the U.S. House and Congress as a whole, and offer recommendations for practices to streamline recording and archival processes. The presentation will also cover the ways in which the work of the House Clerk’s office is synergized and complemented with that of CRS, GPO, LOC, and others responsible for government transcription and archival.

Speaker (joining virtually):
Damien Jackson, Office of Official Reporters, US House of Representatives

Participants:
DRLA staff (Librarian and archivist), Table Office staff, Transcription Office staff, Media Office staff, Printing and publication Office staff, IT Office staff
NDI Staff
HDP Delegation

Location:
Room N-506, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

4:00 - 4:30  Coffee break for delegation and preparing for next session

4:30 – 5:45 PM  Presentation: The Importance of CRS and Legislative Recordkeeping Systems

In this session, former Congressman Mike Bishop of the HDP delegation will join former Congresswoman Loretta Sanchez (virtually) to speak with Deputy Speakers, Committee Chairpersons, and the PI Working Group about the benefits of the legislative services provided by CRS, the Library of Congress, and by the House Clerk’s and archivist’s offices in the preservation of institutional memory, and overall support to the ability of lawmakers to carry out their work.

Speakers:
Cong. Mike Bishop, former member of the U.S. House of Representatives
Cong. Loretta Sanchez, former member of the U.S. House of Representatives

Participants:
PI Working Group, Committee Chairpersons, Members of the Forum for Parliamentary Transparency
NDI Staff, HDP Delegation

Location:
Room N-506, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

Virtual meeting information:
Zoom link:
https://us02web.zoom.us/j/89787125936?pwd=MWcvL2xYMTNHcmZEcGx6eWhtc2podz09
Meeting ID: 897 8712 5936
Passcode: 048807

5:50 – 6:00 PM  Return to Hotel for the Evening

6:30 - 8:00 PM  Dinner at Soma Slow Food
Dr. Shpëtim Robaj
Pristina, Kosovo

__________________________________________________________

November 16, 2022
Breakfast will be included in the delegates' hotel stay. Delegates should plan to eat breakfast before programming begins for the day.

8:45 AM  Meet in Lobby to transfer to Assembly

8:45 – 9:00 AM  Travel to Assembly, Go through Security, Prepare for Meeting

Location:
Assembly
Ibrahim Rugova Square No. 5,
Pristina 10000

9:00 – 10:30 AM  Presentation: Member and Committee Office Archival Processes

In this presentation, members of the delegation will join partners from the Bundestag and the Assembly of North Macedonia to present on practices related to individual member and committee-level data collection and archival. Specifically, the discussion will center on methods, including any relevant online software, utilized by personal member offices to transcribe and retain official records. The presentation will also outline the processes utilized by committees, commissions, caucuses, and other congressional entities to ensure effective recordkeeping, and how these processes are connected to that of the institutional process for data collection and archival.

Speakers:
Cong. Mike Bishop, former member of the U.S. House of Representatives
Derek Luyten, HDP Executive Director
Zlatko Atanasov, Head of the Parliamentary Institute, Assembly of North Macedonia (joining virtually)

Participants:
DRLA Staff (Librarian and Archivist), Committee staff, Transcription Office staff,
Caucus staff
NDI Staff
HDP Delegation

Location:
Room N-506, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

Virtual meeting information:
Zoom link: https://us02web.zoom.us/j/86791605617?pwd=bkJNWlRKZmZlV10uLzYvb9tLaU1EUt09
Meeting ID: 867 9160 5617
Passcode: 576716

10:45 – 12:00 PM  Presentation: Legislative Recruitment, Hiring, Onboarding, Institutional Memory
This presentation by HDP delegates will provide an overview of how staff in different offices (member, committee, CRS, etc.) are recruited, hired, and onboarded. The discussion will also cover how information is retained and passed between different staff, especially upon their departure, in order to retain institutional memory and sustainability between staffers who turnover. Finally, presenters will offer information related to the profiles of typical legislative staffers, in addition to training and education programs that help support continued learning, growth, and professional development among staff in Congress.

Speakers:
Cong. Mike Bishop, former member of the U.S. House of Representatives
Derek Luyten, HDP Executive Director
Kimberly Ferguson, Head of Legislative Information Systems Management, CRS
Sarah Garding, Analyst in European Affairs, CRS

Participants:
Legal department directors, Administration department directors (including Human Resources director and Budget Director)
NDI Staff
HDP Delegation

Location:
Room N-506, Assembly Building
Ibrahim Rugova Square No. 5,
Pristina 10000

12:10 – 2:00 PM  Lunch with Hon. Mimoza Kusari, LVV Caucus Leader

Location:
Boho Restaurant
10A Bedri Pejani, Pristina 10000

2:00 – 3:30 PM  Closing Reflection and Action Planning with Secretary General and PI Working Group

In this session, HDP participants will lead the National Assembly staff through a discussion on their takeaways from the sessions of the day. They will also help them develop specific plans outlining the recruitment, hiring, and onboarding for
legislative staff, and begin the process of outlining their specific roles and responsibilities.

Participants:
PI Working Group
NDI Staff
HDP Delegation

Location:
Boho Restaurant
10A Bedri Pejani, Prishtina 10000

3:45 – 5:00 PM  Debrief with NDI Country Staff

In this closing session with NDI’s country staff, HDP delegates will provide reflections and recommendations for avenues of legislative support to parliament as they continue to develop out strategic plans for the PI, including library and archival infrastructure and processes. This session will also provide an opportunity to discuss future HDP support to the Assembly in line with these goals and recommendations.

Location:
Boho Restaurant
10A Bedri Pejani, Prishtina 10000

5:10 PM     Return to hotel

6:30 - 8:30 PM  Dinner at Commandante Marcos
C2 H11 No.2, Ahmet Krasniqi, Prishtina 10000

8:30 PM  Return to hotel
**November 17, 2022**
*Travel from Pristina, Kosovo to Washington, DC*

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 AM</td>
<td>Transfer to Airport</td>
</tr>
<tr>
<td>10:35 AM</td>
<td>Flight to Frankfurt</td>
</tr>
<tr>
<td></td>
<td>Eurowings 6612</td>
</tr>
<tr>
<td></td>
<td>PRN-FRA</td>
</tr>
<tr>
<td></td>
<td>10:35 AM - 1:10 PM</td>
</tr>
<tr>
<td>5:10 PM</td>
<td>Flight to Washington, DC</td>
</tr>
<tr>
<td></td>
<td>United Airlines 933</td>
</tr>
<tr>
<td></td>
<td>FRA-IAD</td>
</tr>
<tr>
<td></td>
<td>5:10 PM - 8:30 PM</td>
</tr>
</tbody>
</table>