



U.S. House of Representatives

COMMITTEE ON ETHICS


EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

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

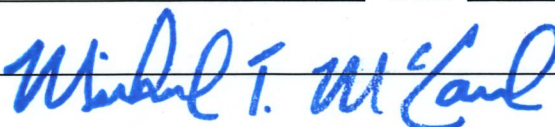
1. Name of Traveler: Marcus Towns
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 8/3/22 Return: 8/11/22
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington D.C. Destination: Nairobi, Kenya Return City: Washington D.C.
5. Sponsor(s), Who Paid for the Trip: International Republican Institute & National Democratic Institute
6. Describe Meetings and Events Attended:
 We attended briefings from 9:00am-5:00pm regarding a variety of topics including, but not limited to (election integrity, observation safety, political violence in Kenya, etc.). Over the next couple of days, we met with local IEBC officials and stakeholders to hear about what these organizations were doing to prevent political violence.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *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: 08/23/2022

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: Rep. Michael T. McCaul Date: 8/23/22

Signature of Supervising Member: 



U.S. House of Representatives

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

- Sponsor(s) who paid for the trip: International Republican Institute; National Democratic Institute
- Travel Destination(s): Nairobi, Kenya and Embu, Kenya
- Date of Departure: August 3, 2022 Date of Return: August 11, 2022
- Name(s) of Traveler(s): Marcus Jared Towns

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

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

| | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Total Other Expenses (dollar amount per item and description) |
|----------------------------|--|--|---|---|
| Traveler | \$3656.87 total (\$2496.87 plane ticket; \$200 for airport transfers; \$320/day for 3 days in Embu for car and driver) | \$1700 total (\$250/night for 5 nights in Nairobi; \$150/night for 3 nights in Embu) | \$234.44 total (Reception (8/5): \$49.03; Dinner (8/6): \$65.00; Lunches (8/5, 8/6, 8/10): \$31.69, \$33.36, \$33.36; lunch reimbursement (8/3): \$22). | \$51 (visa) |
| Accompanying Family Member | | | | |

- 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: 08/24/2022 / 8/25/22

Name: Kimber Shearer / Sander Schultz Title: Executive Vice President/CFO

Organization: International Republican Institute/National Democratic Institute

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

Address: 1225 I Street, NW, Suite 800, Washington, DC 20005
/ 455 Mass. Ave, NW Washington, DC 20001
Email: kshearer@iri.org / sander@ndi.org Telephone: 202-408-9450/202-728-5570

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

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



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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: Marcus Towns

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

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

Signature: _____

Name of Signatory (if other than traveler): _____

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

Office Address: 2120 Rayburn House Office Building

Telephone Number: (202) 226-8467

Email Address of Contact Person: Marcus.Towns@mail.house.gov

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

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

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

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



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Marcus Towns
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
International Republican Institute and National Democratic Institute
3. City and State **OR** Foreign Country of Travel: Kenya
4. a. Date of Departure: August 3rd Date of Return: August 11th
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: Spouse Child Other (specify): _____
(3) Yes No Accompanying Family Member is at least 18 years of age:
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *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.**
Marcus Towns is currently assisting the Africa policy subcommittee team by providing information on the current state of affairs in Kenya. His current title is Member Services Associate.
9. Yes No **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

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 Michael T. McLeod Date 07/05/2022



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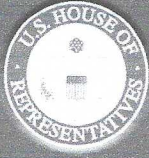
COMMITTEE ON ETHICS

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) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:
International Republican Institute (IRI) and National Democratic Institute (NDI)
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 Attachment
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: August 3, 2022 Date of return: August 11, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Kenya (Nairobi and other locations around the country to be confirmed)
c. City of return: Washington, DC
8. *Check only one.* I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: *OR*
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: *OR*
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. *Check only one of the following:*
 - a. I checked 8(a) or (b) above; *OR*
 - b. I checked 8(c) above but am not offering any lodging; *OR*
 - c. I checked 8(c) above and am offering lodging and meals for one night; *OR*
 - d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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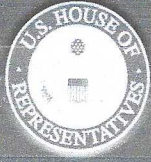
COMMITTEE ON ETHICS

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:
NDI and IRI are facilitating an independent election observation mission for Kenya's 2022 general elections. NDI and IRI have facilitated numerous congressional trips for international election observation, including for past joint observation missions in Zimbabwe, Nigeria, and others. NDI and IRI also facilitates international trips domestic meetings and briefings for Members of Congress and staff through the House Democracy Partnership.
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:
- Detail the cost *per day* of meals (approximate cost may be provided):
\$641 (\$82/day in Nairobi, and \$77/day during deployment to area of observation)
 - Provide the reason for selecting the location of the event or trip:
The purpose is to observe the elections in Kenya.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Villa Rosa Kempinski Nairobi hotel City: Nairobi Cost Per Night: 250
 Reason(s) for Selecting: Security, used before for trips of similar scope, location and capacity
- Hotel Name: Area of Observation TBD, hotel TBC City: TBC Cost Per Night: 147
 Reason(s) for Selecting: Will be based on security assessment of available hotels
- Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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18. Total Expenses for each Participant:

| | | | |
|---|---|--|--|
| <input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates | Total Transportation Expenses per Participant | Total Lodging Expenses per Participant | Total Meal Expenses per Participant |
| For each Member, Officer, or Employee | \$3,500 international and domestic airfare \$200 airport transfers | \$1,691 (\$250/night for 5 nights in Nairobi and \$147/night for 3 nights of deployment in area of observation) | \$641 (\$82/day in Nairobi, and \$77/day during deployment to area of observation) |
| For each Accompanying Family Member | | | |

| | | |
|---------------------------------------|--|---|
| | Other Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
| For each Member, Officer, or Employee | \$51 | Visa |
| For each Accompanying Family Member | | |

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

19. Check only one:

- a. I certify that I am an officer of the organization listed below; OR
- b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

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

Signature: Kimber L Shearer Date: 07/05/2022

Name: Kimber L Shearer Title: EVP

Organization: International Republican Institute

Address: 1225 I Street, 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

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



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation.

Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: _____

2. Name of your organization: _____

3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?

4. Yes No Does your organization receive funding from any foreign government or multinational organization?

5. **Check one.** I certify that my organization:

a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**

b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**

c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).

6. **Check only one:**

a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**

b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.

7. 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;

c. I am an officer of this organization and am duly authorized to sign this form; and

d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: *Janet Schultz* Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____



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INSTRUCTIONS

Complete the *Additional Trip Sponsor Form* and submit the forms directly to the Primary Trip Sponsor.

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

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

For questions, please contact the Committee on Ethics at:

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

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

Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

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

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



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

July 28, 2022

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

Dear Mr. Towns:

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

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$415 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$415] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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

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

Sincerely,



Theodore E. Deutch
Chairman



Jackie Walorski
Ranking Member

TED/JW:mc

Location: Cafe Villa Rosa, First Floor

9:15am – 9:45am

Opening Remarks and Introductions

Presenters: Mr. Greg Kearns, IRI
Mr. Dickson Omondi, NDI

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

9:45am – 10:30am

Briefing #1: IRI and NDI in Kenya

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

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

10:30am – 10:45am

Break

10:45am – 11:45am

Briefing #2: NDI and IRI's Approach to International Election Observation

Presenters: Ms. Jessica Keegan, IRI
Mr. Richard Klein, NDI

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

11:45am – 12:45pm

Briefing #3: Political Context and Overview for the 2022 Kenya Elections

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

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

12:45pm – 2:00pm

Lunch

Location: Cafe Villa Rosa, First Floor

2:00pm – 3:00pm

Briefing #4: Election Violence Risk and Mitigation Efforts

Presenter: Ms. Marie Allegret, Joint Mission Electoral Security and Violence Long-Term Analyst

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

3:00pm – 4:00pm **Briefing #5: Inclusion of Women, Youth, and Marginalized Groups in the Elections**

Presenter: Mr. Gregoire Houel, Joint Mission Gender and Inclusion Long-Term Analyst

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

4:00pm – 4:15pm **Break**

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

Presenters: Mr. Alhassan Ibrahim, Joint Mission Information Environment Long-Term Analyst
 Ms. Alexandra (Sasha) Pajevic, Joint Mission Campaigns Long-Term Analyst

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

5:45pm – 6:30pm **Break**

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

Hosts: Mr. Greg Kearns, IRI
 Mr. Dickson Omondi, NDI
Location: Fedora Room

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

Location: Private Dining Room

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

Saturday, August 6, 2022 – Briefings

Location: Fedora Room, Second Floor, Villa Rosa Kempinski

6:30am – 9:15am

Breakfast

Location: Cafe Villa Rosa

9:15am – 10:30am

Briefing #7: IEBC and Election Preparedness, Polling Station Operations

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

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

10:30am – 12:00pm

Briefing #8: E-Day Observation Methodology, Procedures, Reporting, and Code of Conduct

Presenters: Ms. Jessica Keegan, IRI
Mr. Richard Klein, NDI

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

12:00pm – 1:30pm

Lunch

Location: Cafe Villa Rosa, First Floor

1:30pm – 1:45pm

Group Photograph

Location: TBC

1:45pm – 2:30pm

Briefing #9: Security Briefing

Presenters: Mr. Ryan Gibson, IRI
Mr. David Rolfes, NDI

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

2:30pm – 3:00pm

Briefing #10: Media and Communications Protocols

Presenters: Ms. Paulina Chavez Alonzo, NDI
Mr. Ryan Mahoney, IRI

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

3:00pm – 3:15pm

Break

3:15pm – 4:30pm

Briefing #11: Deployment Logistics, County Updates and Material Distribution

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

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

4:30pm – 5:30pm

Question & Answer Session

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

5:30pm

Break for the Evening

Evening Free

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

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| Sunday, August 7, 2022 – Delegate In-Country Deployment |
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6:30am – 8:30am

Breakfast

Location: Cafe Villa Rosa

8:30am – 12:00pm

Travel to Assigned County/AOO (TBC)

Upon arrival: Check in to hotel and report arrival to Election Observation Mission Support Office in Nairobi

12:00pm – 1:30pm

Lunch

Location: TBC

1:30pm – 7:00pm

Locate Polling Stations to Visit on Election Day

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

7:00pm – 7:45pm **Return to Hotel and Check in with Election Observation Mission Support Office in Nairobi**

7:45pm – 9:30pm **Working Dinner to Review Polling Stations Visit**
Location: AOO Hotel Restaurant (TBC)

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

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| Monday, August 8, 2022 |
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6:30am – 8:30am **Breakfast**
Location: AOO Hotel Breakfast Room (TBC)

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

8:45am – 9:30am **Depart for Meetings**

9:30am – 10:30am **Meeting with the ELOG Coordinator for the AOO**
Location: ELOG Office in the AOO

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

10:30am – 11:00am **Transit**

11:00am – 12:00pm **Meeting with Resident Election Commissioner (REC) for the AOO**
Location: IEBC Office in the AOO

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

12:00pm – 12:30pm **Transit**

12:30pm – 1:30pm **Working Lunch**

Location: TBC

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

1:30pm – 2:00pm Transit

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

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

**3:30pm – 4:30pm Return to Hotel and Check in with Election Observation
Mission Support Office in Nairobi**

4:30pm – 5:30pm Break

**5:30pm – 7:30pm Working Dinner to Review Day’s Meetings and E-Day Agenda
Location: AOO Hotel Restaurant (TBC)**

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

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| Tuesday, August 9, 2022 - Election Day |
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**2:50am – 3:50am Check in with Election Observation Mission Support Office in
Nairobi**

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

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

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

7:00am – 7:30am Transit

En route to the next polling station, delegates will discuss their observations from the opening of the previous polling station, review their findings to be included in their reporting forms, and

consider how their observations compare with how the election process is meant to take place according to the election administration procedures.

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

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

9:00am – 9:30am Transit

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

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

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

11:00am – 11:30am Transit

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

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

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

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

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

2:00pm – 2:30pm Transit

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

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

5:00pm – 5:30pm **Transit**

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

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

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

7:30pm – 9:00pm **Return to Hotel**

9:00pm – 10:00pm **Debrief Dinner on Observations of Election Day and Reporting Results to Election Observation Mission Support Office in Nairobi**
Location: AOO Hotel Restaurant (TBC)

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

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| Wednesday, August 10, 2022 - Delegate Return to Nairobi |
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6:00am – 8:00am **Breakfast Review of Overnight Developments and Check-in with Election Observation Mission Support Office in Nairobi**
Location: AOO Hotel Breakfast Room (TBC)

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

8:00am – 11:30am **Travel from the AOO back to Nairobi**
Upon arrival: Report arrival to Election Observation Mission Support Office

11:30am – 12:30pm **Break**

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

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

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