



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: Gregory Adams
2. a. Name of Accompanying Relative: N/A OR None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: February 19, 2023 Return: February 28, 2023
b. Dates at Personal Expense, if any: NA OR None ☒
4. Departure City: Washington DC, USA Destination: Abuja and Kano Nigeria Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute, International Republican Institute
6. Describe Meetings and Events Attended:
I participated in the international election observation mission for the Nigeria 2023 Presidential election. I participated in briefings sessions with other participants. I observed the election in Kano with briefing sessions in Kano and Abuja as outlined in the agenda
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: Gregory Adams Digitally signed by Gregory Adams
Date: 2023.03.14 17:50:57 -04'00' Date: 03/14/2023

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. Barbara Lee Date: 3/14/2023

Signature of Supervising Member: Barbara Lee



U.S. House of Representatives

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ Original ☐ Amendment

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

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

1. Sponsor(s) who paid for the trip: National Democratic Institute for International Affairs and International Repu

2. Travel Destination(s): Kano and Abuja Nigeria

3. Date of Departure: February 19, 2023

Date of Return: Februayr 28, 2023

4. Name(s) of Traveler(s): Gregory Adams

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,741.56	\$1,495.86	\$323.97	\$6,246.38. See attached.
Accompanying Family Member				

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

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

Signature: Jennifer Ganem / Kimber Shearer

Date: 3/14/23

Name: Jennifer Ganem / Kimber Shearer

Title: Counsel / Exec. VP

Organization: NDI IRI

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

Address: 455 Massachusetts Ave., Washington DC /

Email: jenng@ndi.org / kshearer@iri.org

Telephone: 301-351-0381/

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

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



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

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


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: Gregory Adams

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: Gregory Adams

 Digitally signed by Gregory Adams
Date: 2023.01.18 18:34:35 -05'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Barbara Lee

Office Address: 2470 RHOB

Telephone Number: 202-225-2661

Email Address of Contact Person: gregory.adams@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.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Gregory Adams
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
International Republican Institute (IRI) and National Democratic Institute (NDI)
3. City and State **OR** Foreign Country of Travel : Nigeria
4. a. Date of Departure: 2/18/23 Date of Return: 2/27/23
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.
I am Legislative Director for Rep. Lee, and cover foreign policy issues, including US support for free & fair elections abroad.
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 travel in connection with my official duties. I have informed that the above-described expenses will not create the appearance that the employee is

Signature of Employing Member

Barbara Lee

Date 01/18/2023



U.S. House of Representatives

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should **NOT** submit the form directly to the Committee. The Committee website (ethics.house.gov) 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 attached.
5. Yes ☐ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: February 19, 2023 Date of return: February 28, 2023
7. a. City of departure: Washington, DC
b. Destination(s): Abuja and Kano, Nigeria
c. City of return: Washington, DC
7. **Check only one.** I represent that:
 - a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
 - b. ☐ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
 - c. ☐ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
 - a. ☐ I checked 8(a) or (b) above; **OR**
 - b. ☐ I checked 8(c) above but am not offering any lodging: **OR**
 - c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**
 - d. ☐ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



U.S. House of Representatives

COMMITTEE ON ETHICS

10. ☒ Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a. ☒ I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:
- IRI and NDI are facilitating an independent election observation mission for Nigeria's 2023 elections. IRI and NDI have facilitated numerous congressional trips for international election observations, including for past joint observation missions in Zimbabwe, Kenya, and others. IRI and NDI facilitate international trips, domestic meetings, and briefings for Members of Congress.**
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (specify: _____)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. ☒ I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a. ☒ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. ☐ The trip involves events that are arranged specifically *with regard* to congressional participation.
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
- 2) Provide the reason for selecting the location of the event or trip:
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Abuja Transcorp Hilton City: Abuja Cost Per Night: \$251
- Reason(s) for Selecting: Security of hotel and used before for similar scope, location, and capacity.
- Hotel Name: Bristol Balance Hotel City: Kano Cost Per Night: Up to \$251
- Reason(s) for Selecting: Security and availability.
- Hotel Name: _____ City: _____ Cost Per Night: _____
- Reason(s) for Selecting: _____
17. ☒ I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <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	\$1,200 for international airfare and \$200 for airport transfers	\$1,757 (\$251 per night for 7 nights)	\$1,254 (\$132 per day Feb. 19-28 with Feb 19 at 1/2 a day given expected flight time)
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	\$160	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: Jennifer Ganem Date: January 18, 2023
Name: Jennifer Ganem (NDI) Kimber Lee Shearer (NDI) Title: Legal Counsel (NDI); EVP (IRI)
Organization: National Democratic Institute; International Republican Institute
Address: 455 Massachusetts Avenue, NW, 8th floor, Washington DC (NDI); 1225 I Street, NW, Suite 800, Washington DC 20005 (IRI)
Email: jenng@ndi.org (NDI); kshearer@iri.org (IRI) Telephone: 202-728-5500 (NDI)
202-262-1423 (IRI)

INSTRUCTIONS

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

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

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

For questions, please contact the Committee on Ethics at:

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

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

Dave Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

February 14, 2023

Mr. Gregory Adams
Office of the Honorable Barbara Lee
2470 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Adams:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Nigeria,¹ scheduled for February 19 to 28, 2023, 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 the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. 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,

A handwritten signature in blue ink that reads "Michael Guest". The first letter "M" is large and stylized, with a loop that extends upwards and to the left.

Michael Guest
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is fluid and cursive, with the first letter "S" being particularly large and looping.

Susan Wild
Ranking Member

MG/SW:emw

Greg Adams Expenses				Gregory Adams Per Diem Calculation				Other Days: Abuja		Kano	2/19-2/28
Type	NGN Total	USD Total	Notes	DATE	BASE RATE	FIRST/ LAST?	INCIDENTALS RATE	MEALS PROVIDED			ADJUSTED PER DIEM
Visa		\$160.00		2/19/2023	\$ 132.00	Y	\$ 99.00	N	N	N	\$ 99.00
Airfare - US to Abuja		\$1,355.85		2/20/2023	\$ 132.00	N	\$ 132.00	N	N	N	\$ 132.00
Airfare - Abuja to Kano	₦100,000.00	\$218.61		2/21/2023	\$ 132.00	N	\$ 132.00	Y	Y	Y	\$ 26.40
Hotel - Abuja		\$1,004.00		2/22/2023	\$ 132.00	N	\$ 132.00	Y	Y	N	\$ 79.20
Hotel - Kano	₦225,000.00	\$491.86		2/23/2023	\$ 131.00	N	\$ 131.00	Y	Y	Y	\$ 26.20
Security - Abuja		\$2,858.46	Dividing the total bill by the number of participants.	2/24/2023	\$ 131.00	N	\$ 131.00	Y	Y	Y	\$ 26.20
Security - Kano		\$2,542.12		2/25/2023	\$ 131.00	N	\$ 131.00	Y	Y	Y	\$ 26.20
Ground transportation - DC		\$167.10		2/26/2023	\$ 132.00	N	\$ 132.00	Y	N	Y	\$ 59.40
Per Diem (excluding group meals)		\$685.80		2/27/2023	\$ 132.00	N	\$ 132.00	Y	N	N	\$ 112.20
Group Meals - Abuja	₦112,000.00	\$244.84		2/28/2023	\$ 132.00	Y	\$ 99.00	N	N	N	\$ 99.00
Group Meals - Kano	₦36,200.00	\$79.14									
		\$9,807.77								TOTAL	\$ 685.80
Oanda Rate for Feb 27	457.445										
TOTAL		\$9,807.77									
Transport		\$1,741.56									
Lodging		\$1,495.86									
Meals		\$323.97									
Other		\$6,246.38									
NOTE: Per diem was provided. In implementation, there was a miscommunication and the team issuing the per diem did not realize the ethics submission indicated per diem was not expected to be paid. Per diem was provided according to Department of State rates with group meals removed, in the same manner as other participants. In some of the locations of travel, obtaining receipts for reimbursement of meals is not always common.											



Mr. Gregory Adams
Legislative Director, Office of Rep. Barbara Lee
U.S. House of Representatives

January 11, 2023

Dear Mr. Adams,

On behalf of the National Democratic Institute (NDI) and the International Republican Institute (IRI), we are honored to invite you to participate in an international election observation mission to monitor Nigeria's presidential elections on February 25, 2023. The 2023 polls promise to serve as an important moment in Nigeria's democratic development extending over more than two decades.

The joint IRI-NDI delegation will include 40 political and civic leaders and election experts from around the world. We will require all delegates to be present in Nigeria from **February 19 to February 27**, during which time they will meet with leading Nigerian political, civic, governmental and media stakeholders, as well as international diplomats, in the capital city, Abuja. They will then be deployed in teams of two to states in each geopolitical region of the country to observe election-related activities, including the last days of campaigning, as well as casting of ballots, collation, and announcement of results. Upon return to Abuja after election day, delegates will contribute to a preliminary statement with findings and recommendations to strengthen the country's electoral process.

IRI and NDI will handle all logistical arrangements associated with your participation, which include round trip flight tickets, meals, and accommodation. As the elections approach, we will also share with you an agenda, additional logistical information, and briefing materials on Nigeria's political environment and the state of election preparations.

NDI and IRI have observed elections in over 27 countries in sub-Saharan Africa and have established a reputation for impartiality and professionalism. The two organizations have observed every presidential poll in Nigeria since the transition from military to civilian rule in 1999.

We assume that in accepting the invitation, you have no conflict of interest (political, financial, or otherwise) that would influence your ability to participate in the mission in an impartial manner, and your presence in the country would not be used to pursue private interests. If you are uncertain about this or have any questions, please do not hesitate to contact us. A further request for information regarding conflicts of interest will be requested of participants prior to the mission's start.

If you have any questions, please do not hesitate to contact us. We look forward to your participation in this high-level delegation at such a critical time for democracy in Nigeria, Africa, and the world.

Sincerely,

A handwritten signature in black ink, reading "Christopher Fomunyoh Kearns".

Christopher Fomunyoh
Kearns
Senior Associate for Africa Programs
National Democratic Institute

A handwritten signature in blue ink, reading "Gregory".

Gregory
Director of Africa Division
International Republican Institute

**Joint NDI-IRI International Election Observation Mission
2023 Presidential and National Assembly Elections in Nigeria
Observers**



Leadership

H.E. Dr. Joyce Banda

Former President,
Republic of Malawi
Malawi

Amb. Johnnie Carson

Senior Advisor,
United States Institute of Peace
United States

Hon. Stacey Abrams

Former House Minority Leader,
Georgia General Assembly
United States

Amb. Derek Mitchell

President,
National Democratic Institute
United States

Amb. Mark Green

President and CEO,
Woodrow Wilson International Center for Scholars
United States

Hon. Constance Berry Newman

Nonresident Senior Fellow,
Atlantic Council
United States

Ms. Dana White

Former Assistant to the Secretary of Defense for
Public Affairs
United States

Dr. Daniel Twining

President,
International Republican Institute
United States

Delegates

Mr. Gregory Adams

Legislative Director for U.S. Rep.
Barbara Lee,
U.S. House of Representatives
United States

Ms. Olga Aivazovska

Head of the Board,
OPORA
Ukraine

Ms. Oumie Batchilly

Founder,
Sahel Films
The Gambia

Ms. Babra Bhebe-Dube

Executive Director,
Election Resource Centre
Zimbabwe

Ms. Maria Brito

Elections Expert
Cabo Verde

Ms. Jennifer Cooke

Director, Institute for African Studies,
The George Washington University
United States

Hon. Dennitah Ghati

Member of Parliament,
Parliament of Kenya
Kenya

Ms. Soleyana S. Gebremichael

Former Director for Communications,
National Election Board of Ethiopia
Ethiopia

Mr. Tomás Husted

Analyst in African Affairs,
Congressional Research Service
United States

Amb. Makila James

Senior Advisor, Africa Center,
United States Institute of Peace
United States

Dr. Woo Chang Kang

Associate Professor,
Korea University
South Korea

Dr. Darren Kew

Executive Director, Center for Peace,
Democracy, and Development
UMass Boston
United States

Mr. Asante Kissi

Consultant,
Centre for Democratic Development
Ghana

Ms. Latifa Maï Moussa

Resident Director for Niger,
National Democratic Institute
Morocco

Hon. Boissie Mbha

Senior Judge,
Supreme Court of Appeals
South Africa

Ms. Zainab Umu Moseray

Electoral Commissioner (Western Area)
National Electoral Commission of Sierra Leone
Sierra Leone

Dr. Jude Mutah

Program Officer for Africa,
National Endowment for Democracy
Cameroon

Mr. Peter Mwanangombe

Program Manager,
Christian Churches Monitoring Group
Zambia

Ms. Farida Nabourema

Executive Director,
The Togolese Civil League
Togo

Mr. Carlos Navarro

Director of International Studies and
Projects,
National Electoral Institute
Mexico

Ms. Ann Nderitu

Registrar,
Office of the Registrar of Political Parties
Kenya

Hon. Marieme Soda Ndiaye

Deputy,
National Assembly of the Republic of Senegal
Senegal

Ms. Esther Omam

Executive Director and Founder,
Reach Out Cameroon
Cameroon

Mr. Dave Peterson

Senior Director for Africa Programs,
National Endowment for Democracy
United States

Ms. Melene Rossouw
Executive Director,
Women Lead Movement
South Africa

Ms. Marcella Samba-Sesay
Chairwoman,
National Elections Watch
Sierra Leone

Amb. Robin Renee Sanders
Member of the Board of Directors,
Human Rights Watch
United States

Mr. Joseph “Jimmy” Sankaituah
Resident Program Director for Sierra Leone
and The Gambia,
International Republican Institute
Liberia

Mr. Randy Scheunemann
Vice Chairman, Board of Directors,
International Republican Institute
United States

Mr. Rahul Srivastava
Business Leadership Council Member,
International Republican Institute
United States

Mr. Jon Temin
Vice President of Policy and Programs,
The Truman Project
United States

Mr. Eric Ueland
Commissioner,
United States Commission on International
Religious Freedom
United States

Thematic Analysts

Mr. James Barnett
Election Security Thematic Analyst
United States

Ms. Sandi Gale
Political Parties and Campaigning Thematic
Analyst
United Kingdom

Ms. Belinda Musanhu
Gender and Inclusion Thematic Analyst
Zimbabwe

Dr. Peter Palmer
Analyst Coordinator and Information
Environment Thematic Analyst
United Kingdom

Ms. Natasha Rothchild
Election Administration Thematic Analyst
United States

Mr. Slawomir Szyzska
Legal Framework Thematic Analyst
Poland



International Observation Mission to Nigeria's 2023 Presidential and National Assembly Elections

Delegate Agenda

Monday, 20 February 2023 - Delegate Arrivals

All Day Delegate Arrival and Hotel Check-In

All Day NDI/IRI Joint Mission Welcome Desk in the Hilton Lobby

Tuesday, 21 February 2023 - Briefings

**All briefings are located at Nasarawa and Ogun Conference Rooms, M2 Floor*

6:30 am – 8:45 am Breakfast

Location: Bukka restaurant (on your own)

8:45 am – 9:45 am Welcome to the Mission - Introductions & Mission Overview

9:45 am – 10:15 am Housekeeping - Agenda Review, Communications, Hotel Security, and Logistics

10:15 am – 11:30 am Panel Discussion: Political Context for Nigeria's 2023 Elections

- **Moderator:** Sandi Gale, Political Environment Thematic Analyst
- **Panelists:** Sunday Alao, Deputy Director for IRI; Francis Madugu, Deputy Director of NDI and Election Observation Mission

11:30 am – 11:45 am Tea Break

11:45 am – 1:00 pm Panel Discussion: Legal Framework for the 2023 Elections

- **Moderator:** Slawomir Szyszka, Legal Thematic Analyst
- **Panelists:** Clement Nwankwo, Executive Director of Policy and Legislative Advocacy Centre (PLAC); Sam Amadi, Director of Abuja School of Social and Thoughts and Chair of Centre for Public Policy and Research (CPPR)

1:00 pm – 2:00 pm Lunch

Location: Nasarawa and Ogun Conference Rooms

- 2:00 pm – 3:00 pm** **Panel Discussion: Election Violence Risks and Mitigation Efforts**
- **Moderator:** James Barnett, Election Security Thematic Analyst
 - **Panelists:** Gad Peters, Executive Director of CLEEN Foundation; Kabiru Adamu, Election Security Expert
- 3:00 pm – 4:00 pm** **Panel Discussion: Inclusivity in the Elections**
- **Moderator:** Ms. Belinda Musanhu, Inclusion Thematic Analyst
 - **Panelists:** Ebere Ifendu, Executive Director of Women in Politics Forum; Grace Jerry, Executive Director of Inclusive Friends Association; Cynthia Mbamalu, Director of Programs at Yiaga Africa
- 4:00 pm – 4:15 pm** **Tea Break**
- 4:15 pm – 5:30 pm** **Panel Discussion: Media and Information Environment**
- **Moderator:** Dr. Peter Palmer Nigeria Media and Information Environment Analyst
 - **Panelists:** Idayat Hassan, Executive Director of Centre for Democracy and Development (CDD); Bamas Victoria, Editor of International Centre for Investigative Journalism (ICIR)
- 5:30 pm - 5:45 pm** **Briefing Day 1 Wrap Up**
- 5:45 pm - 6:00 pm** **Group Photograph**
Location: Outside of Bukka Restaurant
- 7:30 pm** **Welcome Dinner**
Location: TBD

Wednesday, 22 February 2023 - Briefings
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**All briefings are located at Nasarawa and Ogun Conference Rooms, M2 Floor*

- 6:30 am – 8:45 am** **Breakfast**
Location: Bukka restaurant (on your own)
- 8:45 am – 10:00 am** **Panel Discussion: Election Administration**
- **Moderator:** Natasha Rothchild, Election Administration Thematic Analyst
 - **Panelists:** Seray Jah, Country Director International Foundation for Electoral System (IFES); Samson Itodo, Executive Director YIAGA Africa
- 10:00 am - 10:30 am** **Presentation and Q&A: Election Observation Methodology and Code of Conduct**

10:30 am - 10:45 am	Tea Break
10:45 am - 12:30 pm	STO Orientation: Election Day Procedures and Reporting
12:30 pm - 01:00 pm	STO Orientation: Media and Communication Protocols
1:00 pm - 2:00 pm	Lunch <i>Location: Nasarawa and Ogun Conference Rooms</i>
2:00 pm - 3:00 pm	STO Orientation: Security Briefing
3:00 pm - 4:30 pm	STO Orientation: Deployment Logistics
4:30 pm - 4:45 pm	Tea Break
4:45 pm - 5:30 pm	Presentation on statement production and miscellaneous Q&A
On your own	Dinner

Thursday, 23 February 2023 - Delegate Deployment

** Additional details will be communicated by your respective State Coordinator*

All Day	Election Observers Deploy to State Locations
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Friday, 24 February 2023 - State Meetings and Briefings
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** Additional details will be communicated by your respective State Coordinator*

All Day	Delegates Meet with State Stakeholders
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Saturday, 25 February 2023 - Election Day
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** Additional details will be communicated by your respective State Coordinator*

All Day	Election Observation: Opening, Voting, Closing, Counting, and Collation
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Sunday, 26 February 2023 - Return to Abuja

** Additional details will be communicated by your respective State Coordinator*

6:00 am - 3:00 pm	Return to Abuja
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All Day	NDI/IRI Joint Mission Welcome Back Desk in the Hilton Lobby
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3:00 pm - 5:00 pm Delegation Debrief on Election Observation

7:30 pm Debrief Group Dinner
Location: The Oriental Restaurant on Floor M1

Monday, 27 February 2023 - Press Conference and Delegate Departures
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6:30 am - 10:30 am Breakfast
Location: Bukka restaurant (on your own)

1:00 pm or 2:00 pm NDI/IRI Joint Mission Press Conference
Location: Transcorp Hilton

On your own Lunch/Dinner

All Day NDI/IRI Joint Mission Departure Desk in the Hilton Lobby

All Day Delegate Departures

Tuesday, 28 February 2023 - Delegate Departures
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All Day Delegate Departures

All Day NDI/IRI Joint Mission Departure Desk in the Hilton Lobby