

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

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

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

1. Name of Traveler: Leslie Reagan
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: October 7, 2023 Return: October 16, 2023  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Lusaka, Zambia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: International Republican Institute
6. Describe Meetings and Events Attended: Meetings with Members of Parliament, Parliamentary staff, and members of the political community including media, civil society groups, and business associations.
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: Leslie Reagan Date: 10/17/23

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: Michael T. McCaul Date: 10/20/2023

Signature of Supervising Member: Michael T. McCaul

# 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 in the trip within 10 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 or provided in-kind support for the trip: The International Republican Institute

2. Travel Destination(s): Lusaka, Zambia

3. Date of Departure: October 7, 2023 Date of Return: October 16, 2023

4. Name(s) of Traveler(s): Leslie Reagan, Tiffany Haverly, Mitch Moonier

**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	Total: \$2,486.90 (Airfare: \$1997.65, Ground Transportation: \$489.25)	\$1,155	\$304.83	none
Accompanying Family Member	n/a	n/a	n/a	n/a

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: Oct 15 2023

Name: Kimber Shearer Title: Executive Vice President

Organization: The International Republican Institute

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

Address: 1225 I Street NW Washington DC 20005

Telephone: 202-572-1566 Email: kshearer@iri.org

*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.

# 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 submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

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

Name of Traveler: \_\_\_\_\_

**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): \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

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 email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: \_\_\_\_\_
2. Sponsor(s) who will be paying or providing in-kind support for the trip: \_\_\_\_\_  
\_\_\_\_\_
3. City and State **OR** Foreign Country of Travel: \_\_\_\_\_
4. a. Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
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, invitation, 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.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. **Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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. McCarl Date: \_\_\_\_\_

# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

International Republican Institute (IRI)

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, services, or in-kind assistance 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 additional pages

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

6. Date of Departure: Saturday, October 7, 2023 Date of Return: Sunday, October 16, 2023

7. a. City of departure: Washington, DC

b. Destination(s): Lusaka, Zambia

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. \_\_\_\_\_

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 the statement is true by clicking the 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 works to advance democracy worldwide and is an implementer of the House Democracy Partnership. This legislative fact-finding mission is designed to support parliamentary diplomacy and build peer networks to build a stronger democratic community.

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 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): \_\_\_\_\_  
\$135 as per the US government per diem rate

2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
Lusaka is the capital of Zambia and provides great access to government officials and CSO's needed.

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

Hotel Name: Radisson Blu Hotel, Lusaka City: Lusaka Cost Per Night: \$140

Reason(s) for Selecting: Hotel is within per diem and in a safe location.

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

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

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

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

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

18. **Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$1,800 (\$1,500 economy class ticket and \$300 in ground transportation)	\$980 (Hotel rate of \$140 for 7 nights)	\$1,280 (apx. \$135 per day for 8 days of program and \$100 per day for travel days.)
For each Accompanying Family Member	N/a	N/a	N/a

	<b>Other</b> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	N/a	N/a
For each Accompanying Family Member	N/a	N/a

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 Shearer Digitally signed by Kimber Shearer  
Date: 2023.08.31 16:25:01 -04'00' Date: August 31, 2023

Name: Kimber Shearer Title: Executive Vice President

Organization: International Republican Institute

Address: 1225 I St NW, #800, Washington, DC 20005

Email: kshearer@iri.org Telephone: 202-572-1566

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. 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*

Keelie Broom  
*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

October 2, 2023

Ms. Leslie Reagan  
Committee on Foreign Affairs  
463 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Reagan:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Zambia,<sup>1</sup> scheduled for October 7 to 16, 2023, sponsored by International Republican Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 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 \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. 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 loops around the start of the name.

Michael Guest  
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is fluid and cursive, with the "S" and "W" being particularly prominent.

Susan Wild  
Ranking Member

MG/SW:amr

#### **Answer to Question #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:*

Invitees:

Ms. Tiffany Haverly, Deputy Chief of Staff: Ms. Tiffany Haverly serves as Deputy Chief of Staff to Rep. Adrian Smith, a long-time House Democracy Partnership member. Tiffany supports the Congressman's work on the HDP commission. Ms. Haverly's perspective as a staffer will provide a unique perspective on the legislative process in addition to highlighting the critical role expert and professional staff play in the business of a legislature. Her experience will contribute greatly to the Fact-Finding Mission in Zambia as we attempt to form a more concrete understanding of the Zambian parliament.

Ms. Leslie Reagan, HDP Deputy Director: Ms. Leslie Reagan serves as the Deputy Director for the House Democracy Partnership. As the Deputy Director, her presence is necessary to lead the Fact-Finding Mission and report the results to the HDP Commission. Ms. Reagan will offer great insight as a representative of HDP and help guide the Mission through this role.

Mr. Mitchell Moonier, Legislative Director: Mr. Mitchell Moonier serves as the Legislative Director to HDP Ranking Member Rep. Dina Titus. Mr. Moonier supports the Congresswoman's work on the HDP commission will provide a critical perspective as a representative of the HDP commission's minority leadership. As an expert on the legislative process, Mr. Moonier will also play a critical role in assessing and understanding the Zambian political atmosphere.



**International  
Republican Institute**

Suite 800  
1225 Eye St., NW  
Washington, D.C. 20005  
(202) 408-9450  
(202) 408-9462 FAX  
Web site: [www.iri.org](http://www.iri.org)

September 1, 2023

Ms. Leslie Reagan  
Deputy Director, House Democracy Partnership  
U.S. House of Representatives  
Washington, D.C.

Dear Ms. Reagan:

On behalf of the House Democracy Partnership (HDP), a bipartisan commission of the U.S. House of Representatives, the International Republican Institute (IRI) is pleased to invite you to join our delegation for a legislative fact-finding mission to Zambia. Through HDP, the U.S. House of Representatives works directly with partner parliaments around the world to support the development of effective, independent, and responsive legislatures. This legislative fact-finding mission is designed to support parliamentary diplomacy and build peer networks to build stronger democratic communities and champions.

The mission, facilitated by IRI in cooperation with the National Democratic Institute (NDI), will be held from October 7 – October 16, 2023, inclusive of travel to Lusaka. The U.S. delegation will include bipartisan representation of the U.S. House of Representatives staff, and IRI and NDI legislative strengthening experts. The mission is aimed at understanding the Zambian parliament's structure, function, systems, and processes to understand opportunities for future collaboration and areas of mutual cooperation through HDP.

The fact-finding team will travel to Lusaka and meet with various stakeholders to understand the political will, legislative structures and potential opportunity for HDP engagement. Such meetings will include Assembly leadership, committee chairs, party leaders, women MPs, parliamentary staff, executive and judicial officials, and civil society. The team will also engage the international diplomatic community throughout the week to better understand what types of aid are being provided in Zambia and how HDP may complement those efforts. Resulting from the mission, will be a comprehensive written report delivered to the HDP commission and to USAID to explore areas of future legislative programming.

IRI's points of contact for this program are Ms. Erin McMenamin ([emcmenamin@iri.org](mailto:emcmenamin@iri.org)) at IRI's Washington, D.C. headquarters and Ms. Robina Namusisi ([rnamusisi@iri.org](mailto:rnamusisi@iri.org)) at IRI's South Africa regional office. Please do not hesitate to be in contact regarding any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Quirk". The signature is written in a cursive style with a horizontal line above it.

Patrick Quirk, PhD  
Vice President for Strategy, Innovation, and Impact

# Agenda

October 7 – 16, 2023

INTERNATIONAL  
REPUBLICAN  
INSTITUTE

## House Democracy Partnership

Zambia National Assembly Fact-Finding Mission





## TRAVEL INFORMATION

The U.S. delegation and IRI staff will be departing from the Washington Dulles International Airport (IAD). It is strongly encouraged that delegates arrive at their airport of origin at least three hours prior to the scheduled departure in order to check in, check luggage and pass through security. The taxi fare to the airport is fully reimbursable, just please be sure to keep your receipt. All flight departure and arrival times listed are local. Should anyone experience delays or cancellations, please work with the airline or Key Travel and then notify Erin McMenamin of any delays or changes in flight plan.

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### Arrival Flight Information:

*Ethiopian Airlines, Flight 863. Refer to individual flight itinerary*

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### Lodging Information:

Radisson Blu  
19029 Great E, Lusaka 10101, Zambia  
Phone: +260 96 0280900

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### IRI Control Officer:

Erin McMenamin, Senior Program Manager, IRI: +1 (202) 679-8287

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### HDP Delegates:

Leslie Reagan, HDP Deputy Director, U.S. House of Representatives  
Mitchell Moonier, Legislative Director, U.S. House of Representatives  
Tiffany Haverly, Deputy Chief of Staff, U.S. House of Representatives  
Eguar Lizundia, Senior Advisor for Governance and Anti-Corruption, IRI  
Erin McMenamin, Senior Program Manager, IRI  
Nate Riggins, Program Manager, NDI  
Robina Namusisi, Resident Program Director, IRI





**Saturday October 7, 2023**

<b>10:45AM</b>	<b>Depart Washington Dulles International Airport</b> <i>Please be sure to arrive three hours before your international departure time. ET 501</i>
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**Sunday, October 8, 2020**

<b>7:00am</b>	<b>Arrival to Addis Ababa Bole International Airport</b>
<b>9:25am</b>	<b>Depart Addis Ababa Bole International Airport</b> <i>ET 863</i>
<b>12:30pm</b>	<b>Arrival to Kenneth Kaunda International Airport</b> <i>IRI's local driver will be waiting for the delegation in International Arrivals with a placard. The drive will be about 30 minutes, depending on traffic.</i>
<b>2:00pm</b>	<b>CHECK-IN at the Radisson Blu</b> 19029 Great E, Lusaka 10101, Zambia  A personal credit card will be required for incidentals.
<b>5:30pm</b>	<b>Welcome Dinner: Briefing and Scene Setter</b> <i>The delegation will meet for dinner in the hotel or nearby.</i>  This meeting will introduce delegates to the relevant Zambian political, historical, and cultural country context for this assignment. This will be an opportunity for the delegation to meet and get to know each other as well as raise any questions with IRI staff before the mission begins. The discussion will also review security protocols while in Lusaka and on our two constituency visits and other logistical items to ensure a productive and efficient mission. Please be sure to bring all briefing materials and the agenda to this session.  <b>All HDP Delegates</b> Presenting: <b>Robina Namusisi</b> , Resident Program Director, IRI <b>Lee Habasonda</b> , Mission Consultant



**Monday, October 9, 2023**

**THEME: INTERNATIONAL COOPERATION & POLITICAL ANALYSIS**

*Attire will be business professional for all program sessions and meetings.*

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

<p><b>9:00 - 9:30 am</b></p>	<p><b>Toolkit and Assessment Review</b>  <i>Radisson Blu Hotel</i></p> <p>The assessment team will discuss and review the toolkit as well as logistical items to ensure a productive and efficient mission.</p> <p><b>All HDP Delegates</b></p> <p>Presenting  <b>Eguiar Lizundia</b>, Senior Advisor for Governance and Anti-Corruption, IRI  <b>Erin McMenamin</b>, Senior Program Manager, IRI</p>
<p><b>9:30 am</b></p>	<p><b>Transport to U.S. Embassy</b></p>
<p><b>10:15 - 11:15 am</b></p>	<p><b>Meeting with the Ambassador and Embassy</b>  <i>U.S. Embassy - Eastern end of Kabulonga Road, Ibex Hill, Lusaka, Zambia</i></p> <p><b>Michael Gonzales</b>, U.S. Ambassador to the Republic of Zambia  <b>John Armiger</b>, Deputy Chief of Mission, U.S. Department of State  <b>Philip Dimon</b>, Staff, U.S. Department of State  <b>Alexandra King Pile</b>, Staff, U.S. Department of State</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates and IRI staff will meet with the U.S. Ambassador to discuss the political environment in Zambia, US priorities within the country, and get the Embassy's on the ground perspective on evolving U.S.- Zambia relations.</i></p>
<p><b>11:15 - 11:30 am</b></p>	<p><b>Transfer to USAID</b></p>
<p><b>11:30 am-12.30 pm</b></p>	<p><b>Meeting with USAID</b>  <i>U.S. Embassy - Eastern end of Kabulonga Road, Ibex Hill, Lusaka, Zambia</i></p> <p><b>Sheryl Stumbras</b>, Mission Director, USAID  <b>Mulima Akapelwa</b>, Staff, USAID</p> <p><b>All HDP Delegates</b></p>





	<i>Delegates and IRI staff will meet with USAID to discuss the political environment in Zambia, US priorities within the country, and get the mission's on the ground perspective on evolving U.S.- Zambia relations.</i>
<b>12:30 – 1:00 pm</b>	<b>Transport to Lunch – Raddison Blu Hotel</b>
<b>1:00 – 2:00 pm</b>	<p><b>Working Lunch with Democracy and Governance INGOs Roundtable</b>  <i>Radisson Blu Hotel, Chuma Grill Restaurant &amp; Bar</i></p> <p><b>Traci Cook</b>, Country Director, National Democratic Institute</p> <p><b>Teldah Mawarire</b>, Chief of Party, Open Spaces, Internews  Plot CL7 New Brentwood Drive, Longacres, Lusaka, Zambia</p> <p><b>Rachel Fowler</b>, Country Representative, Carter Centre</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates and IRI staff will meet with democracy, governance, and human rights implementers who will provide an overview of their work and perspectives on D&amp;G initiatives in Zambia. This discussion will give the delegation an opportunity to ascertain the local attitudes toward democratic institutions.</i></p>
<b>2:00 - 2:10 pm</b>	<b>Change Over</b>
<b>2:10 – 3:10 pm</b>	<p><b>Round Table with Academics</b>  <i>Radisson Blu Hotel</i></p> <p><b>Dr. Frederick Mutesa</b>, Open University, Mumbwa Road (Political Economist)  <b>Prof. Bizeck Phiri</b>, University of Zambia (History professor)  <b>Dr. Neo Simutanyi</b>, Chair, Centre for Policy Dialogue,  <b>Prof. Jotham Momba</b>, University of Zambia (Political Scientist)</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates will meet with Academics for a discussion related to the country's background, the political situation, and the structures within the parliament. The conversation will seek to understand the operating environment of parliament from an academic and research point of view.</i></p>
<b>3:15 - 3.25 pm</b>	<b>Change over</b>
<b>3:25 – 4:25 pm</b>	<p><b>An Overview of Civil Society and Political Dynamics</b>  <i>Radisson Blu Hotel</i></p>







	<p><b>Maurice Nyambe</b>, Executive Director, Transparency International Zambia  <b>Anna Anamela</b>, Executive Director, Non Governmental Organization          Coordinating Council  <b>Father Alex Muyebe</b>, Jesuit Centre for Theological Reflection  <b>Nalucha Nganga</b>, Country Director, Crown Agents, Zambia  <b>Boniface Chembe</b>, Executive Director, SACCORD</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates will meet with civil society leaders to gain a better understanding of the political dynamics and civil society engagement with the National Assembly. This focus group will ascertain the degree to which parliament engages with citizen groups as a means of incorporating citizen needs into the legislative process from the perspective of the CSO groups</i></p>
<p><b>4:25 - 4.35 pm</b></p>	<p><b>Change over</b></p>
<p><b>4:35 - 5:35 pm</b></p>	<p><b>Meeting with Political Party Leaders: Opposition Party</b>  <i>Radisson Blu Hotel, Chuma Grill Restaurant &amp; Bar</i></p> <p><b>Hon. Highvie Hamududu</b>, President, Party of National Unity          Zambia Centre for Inter Party Dialogue, Woodlands, Off Buluwe Road, Lusaka</p> <p><b>Dr. Fred Membe</b>, President, Socialist Party          Rhodes Park Lusaka</p> <p><b>Harry Kalabo</b>, President, Citizens First Party</p> <p><b>Edith Nwaki</b>, President, Forum for Democracy and Development          Off Zambezi Road, Lusaka</p> <p><b>Dr. Nevers Mumba</b>, President, Movement for Multi Party Democracy</p> <p><b>All HDP Delegates</b></p> <p><i>The Delegation will hear from the opposition party to learn each of their legislative priorities and challenges. It will serve as a chance to understand how the parties work together and how they each work with their constituents.</i></p>
<p><b>5:35 - 7:00 pm</b></p>	<p><b>Writing Time</b>  <i>This unrestricted time will provide delegates the space to organize and upload their notes and reflections from the day's conversations and interviews.</i></p> <p><b>All HDP Delegates</b></p>





**USAID**  
FROM THE AMERICAN PEOPLE

<b>7:00 - 8:30 pm</b>	<b>Delegation Dinner</b> <i>The Royal Dil Restaurant</i>  Dinner will serve as a group debrief and ensure the assessment note taking and data collection is on track.
<b>8:30 pm</b>	<b>END OF DAILY PROGRAM</b>





**Tuesday, October 10, 2023**

**THEME: NATIONAL ASSEMBLY**

*Attire will be business professional for all program sessions and meetings.*

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

8:30 am	<b>Transport to National Assembly of Zambia</b>
9:00 - 10:00 am	<p><b>Meeting: Meeting: Parliamentary Leadership</b> National Assembly, Parliament Buildings, Mandahill Road, Lusaka</p> <p><b>The Right Hon. Nelly Mutti</b>, Speaker, National Assembly of Zambia</p> <p><b>All HDP Delegates</b></p> <p><i>The delegation will meet with the Speaker of the National Assembly. The Speaker and her staff will give an overview of the strategic priorities of the legislature. This will be an opportunity for the delegation to ascertain the level of independence of the National Assembly from the executive and what challenges exist in the oversight relationship.</i></p>
10:00- 10:10 a.m	<b>Change Over</b>
10:10 - 11:10 am	<p><b>Meeting Meeting: Parliamentary Leadership</b> National Assembly</p> <p><b>Mr. Roy Ngulube</b>, Acting Clerk of Parliament, National Assembly of Zambia</p> <p><b>All HDP Delegates</b></p> <p><i>The Delegation will meet with the Clerk of the Assembly to discuss her work in service to the National Assembly. The conversation will cover issues related to staffing, hiring, and staff to member relations.</i></p>
11:10- 11:20 am	<b>Transfer/transition</b>
11:20 am - 12:20 pm	<p><b>Meeting: Parliamentary Leadership</b> National Assembly</p> <p><b>The Hon. Stafford Mulusa</b>, Government Chief Whip, National Assembly of Zambia <b>Hon. Princess Kasune</b>, Deputy Chief Whip and Member of Parliament</p> <p><b>All HDP Delegates</b></p> <p><i>The whip is an important legislative position that ensures that party blocs work in concert to achieve legislative goals and advance motions in accordance with the legislative and procedural strategy of the party leaders. Understanding the powers,</i></p>





	<i>duties and real-life function of this position will aid understanding of the health of the institution.</i>
<b>12:20 – 12:40 pm</b>	<b>Change Over</b>
<b>12:40 – 1:40 pm</b>	<p><b>Meeting: Parliamentary Committee</b> <i>National Assembly</i></p> <p><b>The Hon. Warren Mwambazi, Chairperson, Public Accounts Committee</b></p> <p><b>All HDP Delegates</b></p> <p><i>The Public Accounts Committee plays a critical audit and oversight role to ensure public monies are spent as parliament intended and without waste, fraud, or abuse. These oversight and legislative scrutiny roles are foundational duties of parliament. Understanding the capabilities and gaps of this power in parliament will be a critical aspect for the fact-finding mission to identify areas of cooperation and support.</i></p>
<b>1:40 – 1:55 pm</b>	<b>Transport to Lunch</b>
<b>1:55 – 2:45 pm</b>	<p><b>Lunch</b> Mint Lounge</p> <p><b>All HDP Delegates</b></p>
<b>2:45 – 3:00 pm</b>	<b>Transport to National Assembly of Zambia</b>
<b>3:00 – 4:00 pm</b>	<p><b>Meeting: Parliamentary Committee</b> <i>National Assembly</i></p> <p><b>The Hon. Malungo Chisangano, Second Deputy Speaker and Chair of Parliamentary Reforms and Modernization Committee</b></p> <p><b>All HDP Delegates</b></p> <p><i>The duties of this committee are to propose reforms to the powers, procedures, practices, organization and facilities of the National Assembly in line with the constitutional role of the legislature. This conversation will be a look at how parliament seeks to improve its own functions and outline strengths and weaknesses of the body.</i></p>
<b>4:00 – 4:10 pm</b>	<b>Change Over</b>
<b>4:10 – 5:10 pm</b>	<p><b>Meeting: Parliamentary Committee</b> <i>National Assembly</i></p> <p><b>The Hon. Fred Chaatila, Chairperson, Planning and Budgeting Committee</b></p>





	<p><b>All HDP Delegates</b></p> <p><i>Arguably one of parliament's most important duties and most powerful tools, the budget committee sets the spending for the nation. A strong budget process is a critical feature of a capable legislature. This conversation will provide delegates with opportunities to understand how legislative led budgeting works in Zambia, and the challenges parliament faces in budgeting.</i></p>
<b>5:10 - 5:30 pm</b>	<b>Transport to Hotel</b>
<b>5:30 - 6:00 pm</b>	<p><b>Writing Time</b></p> <p><i>This unrestricted time will provide delegates the space to organize and upload their notes and reflections from the day's conversations and interviews.</i></p> <p><b>All HDP Delegates</b></p>
<b>7:00 - 8:00 pm</b>	<p><b>Delegation Dinner</b></p> <p>Dinner will serve as a group debrief and ensure the assessment note taking and data collection is on track.</p>
<b>8:00 pm</b>	<b>END OF DAILY PROGRAM</b>





**Wednesday, October 11, 2023**

**THEME: CIVIL SOCIETY and PRIVATE SECTOR**

*Attire will be business professional for all program sessions and meetings.*

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

<p><b>9:00 - 10:00 am</b></p>	<p><b>Journalists and the Media</b> <i>Radisson Blu Hotel</i></p> <p><b>Austin Kayanda</b>, Executive Director, Media INstitute of Southern Africa  <b>Berry Lwando</b>, Director General, Zambia National Broadcasting Corporation  <b>Joseph Mwenda</b>, Chief Editor, News Diggers  <b>Costa Mwansa</b>, Chief Executive, Diamond TV</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates will meet with journalists and the media to discuss the state of openness and freedom of the press in Zambia as well as citizen impressions of the National Assembly. They will also share their interactions between the National Assembly and their media outlets from those that cover the institution.</i></p>
<p><b>10:00 - 10:15 am</b></p>	<p><b>Transport to National Assembly</b></p>
<p><b>10:15 - 11:15 am</b></p>	<p><b>Meeting: Parliament Leadership</b> <i>National Assembly</i></p> <p><b>Hon. Brian Mundubile</b>, Leader of Opposition, Zambia National Assembly  <b>Hon. Stephen Kampyongo</b>, Opposition Chief Whip, Zambia National Assembly</p> <p><b>All HDP Delegates</b></p> <p><i>This more intimate meeting will provide opposition leaders in the national assembly, a chance to share their frank reflections of the political landscape and the successes and challenges of the opposition party and the opposition party's relationship with the ruling party. The whip is an important legislative position that ensures that party blocs work in concert to achieve legislative goals and advance motions in accordance with the legislative and procedural strategy of the party leaders. Understanding the powers, duties and real life function of this position will aid understanding of the health of the institution.</i></p>
<p><b>11:15 - 11:25 am</b></p>	<p><b>Change Over</b></p>
<p><b>11:25 am - 12:25 pm</b></p>	<p><b>Meeting: Young Parliamentarians / Youth Caucus</b> <i>National Assembly</i></p>



	<p><b>Hon. Imanga Wamunyima Jr</b>, Member of Parliament</p> <p><b>Hon. Jean Chisenga</b>, Member of Parliament</p> <p><b>All HDP Delegates</b></p> <p><i>Caucuses can serve as an important space for members to conduct legislative work, consensus building, and cross-party dialogue. This discussion will highlight the role of caucus groups in Zambia and how MPs coalesce around policy issues.</i></p>
<p><b>12:25 - 12:35 pm</b></p>	<p><b>Change Over</b></p>
<p><b>12:35 - 1:35 pm</b></p>	<p><b>Meeting with Professional Staff</b> <i>National Assembly</i></p> <p><b>Cecilia Sikatele-Mambwe</b>, Deputy Clerk, Procedure  <b>Thokozani Kamanga</b>, Principal Clerk, Parliamentary Reforms Programme  <b>Chama Mpundu Mfula</b>, Chief Librarian  <b>Stephen Kawimbe</b>, Principal Clerk, Public and INternational Relations  <b>Tennieson Nyangu</b>, Principal Clerk, Journals and Table Office  <b>Doris Nyeirinda Kapumba</b>, Parliamentary Legal Counsel  <b>Misael Fitzgerald Kateshi</b>, Principal CLerk, Parliamentary Budget Office  <b>Clara Chamvu Kasonde</b>, Chief Hansard Editor  <b>Mwaura Solopi</b>, Principal Clerk Information and COmmunication Technology  <b>Elsie Simpamba</b>, Acting Principal Clerk, Research</p> <p><b>All HDP Delegates</b></p> <p><i>Professional legislative support staff are critical contributors to an effective parliament. This conversation will serve to outline the capabilities of parliament and how these staff support MPs and the institution. Staff will join from the following groups: research, committee support, the table office, and others.</i></p>
<p><b>1:35 - 1:45 pm</b></p>	<p><b>Transport to Lunch</b></p>
<p><b>1:45 - 2:45 pm</b></p>	<p><b>Working Lunch with National Assembly Women’s Caucus</b> <i>Radisson Blue</i></p> <p><b>Princess Kasune</b>, Chairperson of Women Caucus</p> <p><b>All HDP Delegates</b></p> <p><i>Caucuses can serve as an important space for members to conduct legislative work, consensus building, and cross-party dialogue. This discussion will highlight</i></p>



	<i>the role of caucus groups in Zambia and how MPs coalesce around policy issues. The entire meal will be dedicated to discussion.</i>
<b>2:45 - 3:10 pm</b>	<b>Transport to President's Office</b>
<b>3:10 - 4:10 pm</b>	<p><b>Courtesy Call with the President</b>  <i>State House, Independence Avenue, Office of the President and Cabinet (OPC)</i></p> <p>This visit will allow delegates to gain the perspective of the executive branch and the head of government.</p> <p><b>President Hakainde Hichilema</b>, President of Zambia</p> <p><b>All HDP Delegates</b></p> <p><b>OR</b></p> <p><b>Meeting with Vice President and Leader of Government Business in the National Assembly</b>  <i>Office of the Vice President, Cabinet Office, Independence Avenue,</i></p> <p><b>Her Honor The Vice President, Mutale Nalumango</b>, Republic of Zambia</p> <p><b>All HDP Delegates</b></p>
<b>4:10 - 4:30 pm</b>	<b>Transport to Radisson Blu Hotel</b>
<b>4:30 - 5:30 pm</b>	<p><b>Writing Time</b>  This unrestricted time will provide delegates with the space to organize and upload their notes and reflections from the day's conversations and interviews.</p> <p><b>All HDP Delegates</b></p>
<b>6:30 - 7:30 pm</b>	<p><b>Delegation Dinner</b>  <i>Lilayi Lodge Restaurant</i></p> <p>Dinner will serve as a group debrief and ensure the assessment note taking and data collection is on track. The entire meal will be dedicated to discussion.</p> <p><b>All HDP Delegates</b></p>
<b>8:00 pm</b>	<b>END OF DAILY PROGRAM</b>





**Thursday, October 12, 2023**

**THEME: EXECUTIVE BRANCH, POLITICAL PARTIES AND THE JUDICIARY**

*Attire will be business professional for all program sessions and meetings.*

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

<b>8:30AM</b>	<b>Transfer to Ministry Representatives: Foreign Affairs</b>
<b>9:00 - 10:00 am</b>	<p><b>Meeting: Executive Branch</b>  <i>Charter House, Independence Avenue, Lusaka</i></p> <p><b>The Hon. Stanley. K. Kakubo</b>, Minister, Foreign Affairs &amp; International Cooperation</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates and ministers will discuss the Executive Branch' successes, failures, opportunities, and challenges. This will be a chance to understand the relationship between the executive branch and the legislature from the executive branch's perspective. This meeting will also give insight to Zambia's foreign relations priorities</i></p>
<b>10:00 - 10:15 am</b>	<b>Transfer to Ministry of Finance</b>
<b>10:15 - 11:15 am</b>	<p><b>Meeting: Executive Branch</b>  <i>Ministry of Finance, Chimanga Road, Lusaka</i></p> <p><b>The Hon. Situmbeko Musokotwane</b>, Minister, Finance and National Planning</p> <p><b>All HDP Delegates</b></p> <p><i>Delegates and ministers will discuss the Executive Branch' successes, failures, opportunities, and challenges. This will be a chance to understand the relationship between the executive branch and the legislature from the executive branch's perspective. This meeting will also give insight to Zambia's economic development priorities.</i></p>
<b>11:15 -11:30 am</b>	<b>Transfer to Judiciary</b>
<b>11:30 am - 12:30 pm</b>	<p><b>Meeting: Judiciary</b>  <i>High Court Grounds, Lusaka</i></p> <p><b>His Lordship, Justice Dr. Mumba Malila</b>, Chief Justice of the Zambia</p> <p><b>All HDP Delegates</b></p>





	<i>This meeting will provide insights to the role and power of the judicial branch in Zambia. Further, conversation will cover the oversight and interaction the judicial branch has in the lawmaking process.</i>
<b>12:30 - 12:10 pm</b>	<b>Transfer to Ministry of Justice</b>
<b>12:10 - 1:30 pm</b>	<p><b>Meeting with Government Ministry Representatives: Justice</b> <i>Ministry of Justice, Fairley Road, Lusaka</i></p> <p>Delegates and ministers will discuss the role of the Ministry of Justice in the legislative process. This will be a chance to understand the relationship between the executive branch and the legislature from the executive branch's perspective. This meeting will also give insight to the government legislative strategy and priorities.</p> <p><b>The Hon. Mulambo Haimbe</b>, Minister, Ministry of Justice</p> <p><b>All HDP Delegates</b></p>
<b>1:30 - 1:45 pm</b>	<b>Transfer to Lunch</b>
<b>1:45 - 2:30 pm</b>	<p><b>Lunch</b> <i>Radisson Blu Hotel, Chuma Grill Restaurant &amp; Bar</i></p>
<b>2:30 - 3:30 pm</b>	<p><b>Meeting with Political Party Leaders: Ruling Party</b> <i>Radisson Blu Hotel</i></p> <p><b>Hon. Batuke Imenda</b>, Secretary General, United Party for National Development (UPND)</p> <p><b>All HDP Delegates</b></p> <p>The Delegation will hear from the majority party to learn each of their legislative priorities and challenges. It will serve as a chance to understand how the parties work together and how they each work with their constituents.</p>
<b>3:30 - 3:40 pm</b>	<b>Change Over</b>
<b>3:40 - 4:40 pm</b>	<p><b>Meeting with Private Sector</b> <i>Radisson Blu Hote</i></p> <p><b>Isaac Ngoma</b>, President, Economic Association of Zambia <b>Leonard Mwanza</b>, Bankers Association of Zambia <b>Yusuf Dodia</b>, Executive Director, Private Development Association</p> <p><b>All HDP Delegates</b></p>



	<p><i>Delegates will have the chance to speak with leaders of the Chamber and the banking association to discuss the state of the economy in Zambia. These leaders will give their analysis of the national economic priorities and a breakdown of the past and upcoming legislative action to be taken by the National Assembly. The entire meal will be devoted to discussion.</i></p>
<b>4:40 - 4:20 pm</b>	<b>Transfer to Ibex Hill</b>
<b>4:20 - 5:20 pm</b>	<p><b>Meeting with Former President</b> Ibex Hill, Lusaka</p> <p><b>His Excellency Dr. Edgar C. Lungu</b></p>
<b>5:20 - 5:40 pm</b>	<b>Transfer to hotel</b>
<b>5:40 - 6:40 pm</b>	<b>Writing</b> - This unrestricted time will provide delegates with the space to organize and upload their notes and reflections from the day's conversations and interviews.
<b>7:00 - 8:00 pm</b>	<p><b>Delegation Dinner</b> Marlin Restaurant</p> <p>Dinner will serve as a group debrief and ensure the assessment note taking and data collection is on track. The entire meal will be dedicated to discussion.</p> <p><b>All HDP Delegates</b></p>
<b>END OF DAILY PROGRAM</b>	





**Friday, October 13, 2023**

**THEME: CONSTITUTIONAL INSTITUTIONS AND OTHERS**

*Attire will be business professional for all program sessions and meetings, casual dress for travel.*

*Breakfast will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

<p><b>9:00 – 10:00 am</b></p>	<p><b>Meeting with Former Clerk of Parliament</b>  <i>Radisson Blu Hotel</i></p> <p><b>Hon. Doris Mwinga</b>, Former Clerk of Parliament  Off Great East Road, Waterfalls Area, Lusaka</p> <p><b>All HDP Delegates</b></p> <p><i>Meeting with the former Clerk of Parliament will provide delegates a perspective about the past administration of parliament and its functions.</i></p>
<p><b>10:00 – 11:00 am</b></p>	<p><b>Political Party meeting</b>  <i>Radisson Blu Hotel</i></p> <p><b>Davis Chama</b>, Chairperson, Patriotic Front  Patriotic Front Building, Town Centre, Lusaka</p> <p><b>All HDP Delegates</b></p>
<p><b>11:00 - 11:15 am</b></p>	<p><b>Transport to Anti Corruption Office</b></p>
<p><b>11:15 am – 12:15 pm</b></p>	<p><b>Anti-Corruption Commission</b>  <i>ACC Office, Khulima Towers, Lusaka</i></p> <p><b>Musa Mwenye</b>, Chairperson, Anti Corruption Commission</p> <p><b>All HDP Delegates</b></p>
<p><b>12:15 am – 1:10 pm</b></p>	<p><b>Transfer to Auditor General's Office</b></p>
<p><b>01:10 – 2:00 pm</b></p>	<p><b>Auditor General Office</b>  <i>AG Head office</i></p> <p><i>Ron Mwambwa, Acting Auditor General, Zambia</i></p> <p><b>All HDP Delegates</b></p>
<p><b>2:00 - 2:10 pm</b></p>	<p><b>Transfer to Lunch</b></p>



2:10- 3:00 pm	Lunch
3:00 - 3:20 pm	<b>Transport to Lusaka MP's Constituency Office</b>
3:20 - 5:20 pm	<p><b>Visiting a Constituency Office</b>  <i>Lusaka Central Constituency. Lusaka</i></p> <p><b>Mulamo Hamakuni Haimbe, United Party for National Development</b></p> <p>This visit will highlight the citizen engagement operations of the parliament and how MPs work directly within their communities to represent citizen interests. This visit will highlight the different needs of an urban community and the challenges and opportunities an urban constituency face.</p>
5:20 - 6:00 pm	<b>Transfer to Hotel</b>
6:00 - 6:30 pm	<b>Writing Time</b> - This unrestricted time will provide delegates with the space to organize and upload their notes and reflections from the day's conversations and interviews.
6:30 - 7:30 pm	<p><b>Delegation Dinner</b>  The Retreat at Roma Restaurant</p> <p>Dinner will serve as a group debrief and ensure the assessment note taking and data collection is on track. The entire meal will be dedicated to discussion.</p> <p><b>All HDP Delegates</b></p>
7:30 pm	<b>END OF DAILY PROGRAM</b>





**Saturday, October 14, 2023**

**THEME: REPORT DEBRIEF AND WRITING WORKSHOP**

*Attire will be smart casual for the writing workshop.*

*Breakfast and lunch will be at the delegates' leisure in the hotel prior to the beginning of the day's agenda.*

	<p><b>Executive Time</b> The morning will be unscheduled.</p>
<b>12:30 – 1:30 pm</b>	<p><b>Data Management Discussion</b> <i>Radisson Blu Hotel</i></p> <p>This session will cover expectations for final data uploads and sharing so that all writers have access to uniform data and notetaking entries. Any remaining time in this session will be used to upload notes and data to the centralized drafting space.</p> <p><b>All HDP Delegates</b></p>
<b>1:30 – 3:00 pm</b>	<p><b>Review of the Final Report and Components</b> <i>Radisson Blu Hotel</i></p> <p>This session will walk delegates through the final report. The IRI team will outline the strategy for completing each component of the report. The IRI team will be available for questions and guidance to each member of the assessment team.</p> <p><b>All HDP Delegates</b></p>
<b>3:00 – 4:30 pm</b>	<p><b>Analysis and Evaluation</b> <i>Radisson Blu Hotel</i></p> <p>This will serve as a sounding board and brainstorming session to inform further contributions to the report. Delegates will examine the collected data, identify patterns, and evaluate the findings against the established sections and criteria of the report.</p> <p><b>All HDP Delegates</b></p>
<b>4:30 – 6:30 pm</b>	<p><b>Drafting Time</b> This session will be focused on creating the report outline and adding more substantive reflections from the conversations. This time will provide delegates the space to start drafting and review their inputs to the report..</p> <p><b>All HDP Delegates</b></p>





<b>6:30 - 8:00 pm</b>	<b>Final Delegation Dinner and Team Reflection Session</b> Musuku Restaurant  This session will be a group reflection and discussion about the week's conversations. The entire meal will be dedicated to discussion.  <i>All HDP Delegates</i>
<b>8:00 pm</b>	<b>END OF DAY'S PROGRAM</b>





**Sunday, October 15, 2023**

**Departure Day**

*Attire will be casual dress for travel.*

*Breakfast will be at the delegates' leisure in the hotel.*

<b>9:30 – 12:00 pm</b>	<p><b>Optional Cultural Tour</b></p> <p><i>This free morning, delegates can join the group in seeing the city sights and cultural highlights. Any costs associated must be paid by the delegates.</i></p> <p><b>All HDP Delegates</b></p>
<b>12:00 pm</b>	<p><b>Hotel Check Out, Leave for the Airport</b></p> <p><b>All HDP Delegates</b></p>
<b>12:30 pm</b>	<p><b>Arrive to Kenneth Kaunda International Airport</b></p> <p><b>All HDP Delegates</b></p>
<b>3:10 pm</b>	<p><b>Departure from Lusaka's Kenneth Kaunda International Airport</b> <i>ET 862</i></p> <p><b>All HDP Delegates</b></p>
<b>8:10 pm</b>	<p><b>Arrive to Addis Ababa Bole International Airport</b></p> <p><b>All HDP Delegates</b></p>
<b>10:40 pm</b>	<p><b>Depart from Addis Ababa Bole International Airport</b> <i>ET 500</i></p> <p><b>All HDP Delegates</b></p>
<b>Monday, October 16, 2023</b>	
<b>8:35 am</b>	<p><b>Arrive to Washington Dulles International Airport</b></p> <p><b>All HDP Delegates</b></p>

