

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: Jordan Wilson
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: February 17 Return: February 25
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Dulles: Reston, VA Destination: Accra, Ghana Return City: Dulles: Reston, VA
5. Sponsor(s), Who Paid for the Trip: National Democratic Institute
6. Describe Meetings and Events Attended: I attended meetings with a range official and non-governmental entities across the Ghanaian Political society.
The purpose was to determine the democratic structures in place for the Ghanaian Parliament.
7. Attached to this form are **each** of the following, **signify that each item is attached by checking the corresponding box**:
 - a. a completed *Sponsor Post-Travel Disclosure Form*;
 - b. the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - c. page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - d. the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*
b. If not, explain: _____

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

Signature of Traveler: _____

Date: 2/26/24

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: Bryan Steil

Date: 2/26/24

Signature of Supervising Member: _____

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: _____

National Democratic Institute

2. Travel Destination(s): Accra, Ghana

3. Date of Departure: 02/17/2024 Date of Return: 02/24/2024

4. Name(s) of Traveler(s): Jordan Wilson

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	\$2638.79 (\$500 travel within Ghana; \$2037.80	\$1,203	\$200	
Accompanying Family Member	plane ticket; \$100.99 taxis to and from airport)			

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: 3/8/24

Name: Sander Schultz Title: Chief Financial Officer

Organization: National Democratic Institute

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

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

Telephone: 202-728-5570 Email: sander@ndi.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

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:

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): _____
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: _____ Date of Return: _____
7. a. City of departure: _____
b. Destination(s): _____
c. City of return: _____
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:

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): _____
 - 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: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

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 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			
For each Accompanying Family Member			

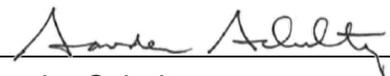
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

19. **Check only one:**

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

20. **I certify by my signature that**

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

Signature:  Date: January 19, 2024
 Name: Sander Schultz Title: Chief Financial Officer
 Organization: _____
 Address: _____
 Email: sander@ndi.org Telephone: 202-728-5570

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

4. NDI through the House Democracy Partnership seeks to work with senior staff in the U.S. House to share their considerable experience working in a legislature. Jordan Wilson was selected in cooperation with the House Democracy Partnership as an individual with the requisite years of experience in the House to adequately evaluate the Ghanaian parliament and find opportunities for engagement.

12. The House Democracy Partnership (HDP) is a bipartisan commission of the U.S. House of Representatives that works with countries around the world to support the development of effective, independent, and responsive legislatures. Using peer-to-peer exchanges, training, and targeted technical assistance, the commission enhances accountability, transparency, access to information, and government oversight worldwide. HDP's singular focus on the legislative branch of government and its unique ability to bring together American legislators and their peers from around the world have made the commission a valuable forum for strengthening democratic institutions and deepening bilateral relations. NDI will be responsible for funding and coordinating logistics related to the program, including scheduling meetings, providing travel and accommodation arrangements, and defining the program methodology. USAID has provided grant funds to NDI for this purpose.

The National Democratic Institute (NDI), in partnership with HDP and the Parliament of Ghana is hosting a fact-finding mission for NDI, HDP, and a delegation of U.S. Congressional Staff in Accra from February 19 - 23, 2024. The mission would be designed to allow HDP, NDI, International Republican Institute (IRI), and U.S. Congressional staff to learn more about the internal operations and functions in the Parliament of Ghana to inform planning of possible future engagement between the Parliament and HDP.

15. The good faith meal estimation of the cost of meals is based on the U.S. federal government per diem allowance of \$79 per day for Accra, Ghana to cover the cost of meals and incidental expenses. This is multiplied by 6 for the 6 program days.

16. NDI selected Swiss Spirit Alisa Hotel in Accra, Ghana for the nights of February 18-24, 2024 is based on the safety and security of the hotel, as this is a primary concern of NDI, proximity to the Parliament building where programming will be held, and the quality of accommodation and services provided by the hotel staff.

Breakdown of transportation costs:

Airfare: \$1,777.80 each (one option and good faith estimate option of choice for an economy class flight from DC)

Reimbursement for taxis to and from the airport in Washington, DC: \$150 each (estimate)

All transfers in Ghana: \$833.30 each (estimate)

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.

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: Jordan Wilson

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): Committee on House Administration, Chairman Bryan Steil

Office Address: 1309 Longworth House Office Building

Telephone Number: 202-225-8281

Email Address of Contact Person: jordan.wilson@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 email: travel.requests@mail.house.gov.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Jordan Wilson
2. Sponsor(s) who will be paying or providing in-kind support for the trip: House Democracy Partnership / National Democratic Institute
3. City and State **OR** Foreign Country of Travel: Ghana
4. a. Date of Departure: February 17, 2024 Date of Return: February 25, 2024
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.**
As Director of Member Services for the Committee on House Administration, I assist in overseeing House operations as well as upholding First Branch parliamentary procedure and democratic processes. I also an co-lead for the forthcoming New Member Orientation, teaching Members and Staff on the resources Congress has to equip and support them. I'll be sharing my insight from the duties above with parliamentarians and government representatives in Ghana to assist them in upholding democratic processes.

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:  Date: 1/19/2024

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

February 14, 2024

Mr. Jordan Wilson
Committee on House Administration
1309 Longworth House Office Building
Washington, DC 20515

Dear Mr. Wilson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Ghana, scheduled for February 17 to 25, 2024, sponsored by National Democratic Institute.

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

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 loops around the first few letters 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:mc

AGENDA

February 19-23, 2024

Accra, Ghana

HOUSE DEMOCRACY PARTNERSHIP

Parliament of Ghana Fact-Finding Mission

NATIONAL
DEMOCRATIC
INSTITUTE





Saturday, February 17, 2024	
6:35pm	<i>Delegates depart Washington, Dulles - United Airlines Flight 996</i>
Sunday, February 18, 2024	
12:20pm	<i>Delegates arrive in Accra, Ghana</i>
~1:30pm	<i>Delegates transfer to hotel</i>
5:30pm	<i>Delegates gather in lobby for departure for dinner</i>
6:00pm	Working Dinner and Pre-Program Briefing <i>Sammy Obeng, Parliamentary Network Africa</i> <i>Sunday Alao, Resident Program Director, International Republican Institute</i> NDI's on-the-ground contact, Sammy Obeng, will provide participants with a briefing on the political context in Ghana, including any relevant background on meeting participants. This briefing will aid the delegation's preparation for the week's meetings and help the delegates understand the flow of the agenda.
8:00pm	<i>Transfer to hotel for the evening</i>

Monday, February 19, 2024	
9:00am - 10:00am	<p>Tour of the Parliament House</p> <p>Delegates will tour the House of Parliament to view the general layout of the grounds, including members’ offices, committee rooms, and the floor of the Parliament.</p>
10:00am - 11:00am	<p>Meet Research Assistants to Members of Parliament</p> <p>This session will serve as an opportunity for the delegation to meet with the staff that support Members of Parliament in their legislative operations and research. This will provide an insight into the capacity of individual members in the Parliament and gauge their effectiveness in their roles given limited staff support.</p>
11:00am - 12:00pm	<p>Parliamentary Press Corp (PPC)</p> <p>The Parliamentary Press Corps are an association of journalists who sit in the Press Gallery and report proceedings of Parliament of Ghana to the media. During this session, delegates will have the opportunity to ask questions related to freedom of the press, media outlets’ relationship with the Parliament, and their practices for reporting on the actions of parliament to the public.</p>
12:00pm - 12:30pm	<i>Transfer to lunch</i>
12:30pm - 2:30pm	<i>LUNCH – Buka Restaurant</i>
2:30pm - 3:30pm	<p>Meet members of Ghana Parliamentary Monitoring Organisations Network (GPMON)</p> <p>The Ghana Parliamentary Monitoring Organisations Network (GPMON) is a network of civil society organizations/coalitions within Ghana that monitors the work of parliament and regularly engages the Legislature, with the goal of advancing openness and transparency within the Parliament. These organizations will be able to provide the delegation with a deeper understanding of how the Parliament communicates with the public, the availability of public documents, accessibility of parliamentary operations, the relationship between civil society and the Parliament.</p>
3:30pm - 4:00pm	<i>Transfer to Meeting</i>
4:00pm - 5:00pm	<p>Meeting Departments under Public Affairs Division and Citizen's Bureau</p> <p>The Public Affairs Division manages the citizen engagement, media relations and broadcasting functions of Parliament. The Citizens’ Bureau is an office in Parliament that facilitates engagements and information sharing between Parliament and Civil Society Organizations (CSOs). This session will provide additional insight to delegates on how Parliament interacts with citizens, advocacy organizations, Parliamentary Monitoring Organizations, and other CSOs working towards accountability for government officials.</p>
5:00pm - 5:30pm	<i>Return to hotel</i>

5:30pm - 6:00pm	<i>WRITING TIME</i>
-----------------	---------------------

Tuesday, February 20, 2024	
9:00am - 10:00am	<p>Meeting with the New Patriotic Party (NPP) - Ruling Party</p> <p>The New Patriotic Party (NPP) is a center-right and liberal-conservative political party in Ghana. Since the democratization of Ghana in 1992, it has been one of the two dominant parties in Ghanaian politics, with its leading rival being the center-left National Democratic Congress (NDC). Delegates will have the opportunity to hear about priority legislative areas and how the party works with its members during elections, and throughout the political process.</p>
10:00am - 10:30am	<i>Transfer to meeting</i>
10:30am - 11:30am	<p>Meet Minister of Parliamentary Affairs and Ministry Staff</p> <p>The current Ministry of Parliamentary Affairs was created in January 2017 and is mandated to initiate policies to coordinate, facilitate and evaluate the effective and efficient management of government business on the floor of Parliament, as well as report on it for good governance. This will be an important meeting for delegates to understand how the Parliament conducts oversight of its own operations and how government business is conducted.</p>
11:30am - 12:00pm	<i>Transfer to lunch</i>
12:00pm - 2:00pm	<p>Working lunch with Minority Parties</p> <p>The delegation will meet with other parties that operate in Ghana to understand their limitations in the current political system. The Convention People's Party (CPP) and the People's National Convention (PNC) do not currently hold any seats in Parliament, though both are still currently active political parties.</p>
2:00pm - 3:00pm	<p>Meeting with National Democratic Congress (NDC) - Opposition Party</p> <p>The National Democratic Congress (NDC) is a social democratic political party in Ghana that currently holds the minority of seats in Parliament. Delegates will have the opportunity to hear about priority legislative areas and how the party works with its members during elections, and throughout the political process.</p>
3:00pm - 3:30pm	<i>Transfer to meeting</i>
3:30pm - 5:00pm	<p>Visit to University of Ghana Political Science Department</p> <p>The University of Ghana, the premier university in Ghana, was founded as the University College of the Gold Coast by Ordinance on August 11, 1948 for the purpose of providing and promoting university education, learning and research. The Department of Political Science is one of the oldest departments in the School of Social Sciences. Established in 1962, the department has emerged as a</p>

	center of instruction for undergraduate and graduate students in Public Administration and Policy, International Relations and Comparative Politics.
5:00pm - 5:30pm	<i>Return to hotel</i>
5:30pm - 6:30pm	<i>WRITING TIME</i>

Wednesday, February 21, 2024

9:00am - 10:00am	<p>The Speaker of Parliament and his Deputies</p> <p>The delegation will meet with Rt Hon. Speaker Bagbin, First Deputy Speaker Osei-Owusu, and Second Deputy Speaker Asiamah Amoako, in a welcome conversation to start out the week’s visit. Delegates will have the opportunity to ask the Speaker and Deputies questions about the challenges facing the Parliament of Ghana, and hear from them their assessment of parliamentary functions.</p>
10:00am - 11:00am	<p>Leadership of Parliamentary Service - Clerk of Parliament and Deputy Clerks</p> <p>Delegates will meet with the Clerk of Parliament and relevant deputies that manage the day-to-day operations of the Parliament of Ghana. Delegates will question the Clerk on the current structure of parliamentary operations, including floor activities, committee proceedings, and communications with the executive branch in the first interview session.</p>
11:00am - 12:00pm	<p>Observe Sitting of Parliament</p> <p>Delegates have been invited to observe a sitting of parliament, where they can view legislative operations in action. This will help to build off of previous meetings that explain how the administration of the Parliament is managed, and how party whipping operations work.</p>
12:00pm - 2:00pm	<i>LUNCH - Buka Restaurant</i>
2:00pm - 3:00pm	<p>Meet Committees Department and Clerks of Committee Clusters</p> <p>The Committees Department oversees all Committees of the House which have now been grouped into clusters: for example, the Finance & Economic Cluster has the Finance Committee, Public Accounts, Trade etc. By meeting the Department and Clerks of Clusters, the Delegation will be able to receive an overview of the organization and management of all Committees of Parliament.</p>
3:00pm - 4:00pm	<p>Leadership of Majority Caucus</p> <p>Delegates will meet with the parliamentary leaders for the New Patriotic Party (NPP) to discuss their legislative work, member operations, and the organization of their party in parliament to ensure efficient operations.</p>

4:00pm - 5:00pm	<p>Leadership of Minority Caucus</p> <p>Delegates will meet with the parliamentary leaders for the National Democratic Congress (NDC) to discuss their legislative work, member operations, and the organization of their party in parliament to ensure efficient operations.</p>
5:00pm - 6:00pm	<p>Legislative Management Division (Table office, Legislative Drafting, Rules Committee Clerk, and others)</p> <p>During this session, the delegation will meet with the staff charged with the movement of legislation through the Parliament of Ghana. These offices oversee the drafting, consideration, and tabling of legislation on the floor of the Parliament, and will be able to explain legislative operations in detail.</p>
6:00pm - 6:15pm	<i>Return to Hotel</i>
6:30pm - 7:00pm	<i>WRITING TIME</i>

Thursday, February 22, 2024	
9:00am - 10:00pm	<p>Meeting with Judicial Branch Representatives</p> <p>The Ghanaian Judiciary is composed of the Superior Courts of Judicature, and lower level courts or tribunals, called the Inferior Courts. During this session, delegates will interview members of the judiciary to better understand the legal frameworks guiding parliamentary legislation, the interaction between parliament and the judiciary, and how legal proceedings are managed in the country's legal system.</p>
10:00am - 10:30am	<i>Transfer to meeting</i>
10:30am - 11:30am	<p>Meeting with Commission on Human Rights and Administrative Justice (CHRAJ)</p> <p>As the National Human Rights Institution of Ghana, the Commission on Human Rights and Administrative Justice has a duty to promote and protect fundamental human rights and freedoms in Ghana. As the Ombudsman of Ghana, the Commission promotes administrative justice in public administration and secures improvement in public sector service delivery in Ghana. Under this Mandate, the Commission investigates complaints about how public institutions and their staff carry out their everyday executive and administrative functions. Delegates will discuss with representatives of the CHRAJ the methods by which they seek to protect human rights in Ghana and the processes by which they ensure compliance with existing statute.</p>
11:30am - 12:00pm	<i>Transfer to lunch</i>

12:00pm - 1:30pm	LUNCH
1:30pm - 2:00pm	Transfer to meeting
2:00pm - 3:00pm	<p>Meeting with Auditor General</p> <p>The Office of the Auditor-General and the Ghana Audit Service acts as the Supreme Audit Institution (SAI) in Ghana. The Auditor General monitors and reports on the public accounts of Ghana and of all public offices, including the courts, the central and local government administrations, Universities and public institutions, and of any public corporation or other body or organization established by an Act of Parliament. The delegation will have the opportunity to discuss in more detail how the Auditor General conducts oversight of parliament’s legislative actions and the administration of government programming.</p>
3:00pm - 3:15pm	Transfer to meeting
3:15pm - 4:15pm	<p>Women's Caucus Meeting</p> <p>The Ghanaian Parliament’s Women’s Caucus was established with the objective of demonstrating women’s presence in the Legislature in the context of descriptive, substantive, and symbolic representation of the Ghanaian woman. This session will give the delegation an opportunity to ask questions related to the representation of women in Parliament, questions on gender quotas for Members of Parliament, and broader issues of women’s access in political society.</p>
4:15pm - 4:30pm	Transfer to meeting
4:30pm - 5:30pm	<p>Right to Information Commission</p> <p>The Right to Information Commission serves as an independent commission created to: promote, monitor, protect, and enforce the right to information that is granted to all Ghanaian citizens under the 2019 Right to Information Act. This session will provide delegates a better understanding of the information landscape in Ghana, current threats, and how government institutions work to promote access to public information.</p>
5:30pm - 6:00pm	Return to hotel
6:00pm - 7:00pm	WRITING TIME

Friday, February 23, 2024



<p>9:00am - 10:00am</p>	<p>National Commission on Civic Education (NCCE)</p> <p>The National Commission for Civic Education is an independent, non-partisan governance institution that works to promote and sustain democracy and develop awareness of Ghanaian citizens' rights and obligations through civic education. This session will provide an overview into how independent bodies work to ensure the fundamental rights of citizens and raise awareness about democratic institutions.</p>
<p>10:00am - 10:30am</p>	<p><i>Transfer to meeting</i></p>
<p>10:30am - 11:30am</p>	<p>Meet Chairpersons, Deputy Chairs, Ranking Members and Deputy Ranking of Various Committee</p> <p>The delegation will meet with leadership of several of the standing and select committees within the Parliament of Ghana to better understand how the two differ and their relevant roles in parliamentary operations. Delegates should be prepared to ask questions about committee process, differences in jurisdictional structure, and the committee role in the budget process.</p>
<p>11:30am - 12:30pm</p>	<p>Meeting with Public Accounts Committee Leadership</p> <p>The duty of the Public Accounts Committee is to examine the audited accounts showing the appropriation of the sums granted by Parliament to meet the public expenditure of the government as presented to the House by the Auditor General of Ghana. This session will be hosted with the Chair and Ranking Member, and respective deputies, of the committee and will follow up on the previous meeting with the Auditor General's Office and will provide insight into how the Parliament interacts with the Auditor's reports.</p>
<p>12:30am - 12:45pm</p>	<p><i>Transfer to lunch</i></p>
<p>12:45pm - 2:15pm</p>	<p>Working Lunch with Selected Youth and Minority Groups</p> <p>This working lunch will provide delegates an opportunity to interact with advocacy and civil society organizations (CSOs) working to promote the interests of underrepresented groups in Ghana. Delegates will have the opportunity to ask about the role of youth in Parliament and how underrepresented groups bring their business to MPs.</p>
<p>2:15pm - 2:30pm</p>	<p><i>Transfer to meeting</i></p>
<p>2:30pm - 3:30pm</p>	<p>Meeting with Finance Committee Leadership</p> <p>The Finance Committee in the Parliament of Ghana has jurisdiction over finance and the economic issues generally. It examines agreements on international loans and also monitors the foreign exchange receipts and payments or transfers of the Bank of Ghana in and outside Ghana and reports on these to Parliament once every six months. Delegates will meet with the Chair and Ranking Member to discuss the work of the finance committee, and gain additional information on how the body is organized and conducts its oversight over the sector.</p>



3:30pm - 4:30pm	<p>Farewell Meeting with Clerk and Speaker of Parliament</p> <p>This session will serve as a formal farewell and thank you with the leadership of the Parliament of Ghana as the delegation prepares to depart.</p>
4:30pm - 5:00pm	<i>Transfer to US Embassy</i>
5:00pm - 6:00pm	<p>Debrief and Discussion with US Embassy and USAID</p> <p>Delegates will have a working dinner with representatives of the US Embassy in Accra, led by Ambassador Virginia E. Palmer, and staff from the US Agency for International Development (USAID) to discuss their working relationship with the executive and legislative branches of the Ghanaian government and receive additional perspective in US-Ghana relations.</p>

Saturday, February 24, 2024	
All day	Delegates prepare to depart for Washington Dulles
11:45pm	Delegates depart Accra, Ghana - United Airlines Flight 997

Sunday, February 25, 2024	
6:20am	Delegates arrive Washington, Dulles

