

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.

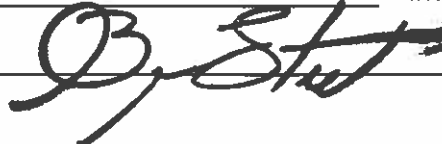
1. Name of Traveler: Janet Schwalb
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other(specify): _____
3. a. Dates: Departure: Sunday, April 21 Return: Friday, April 26
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Guatemala City Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: International Republican Institute
6. Describe Meetings and Events Attended: First day and a half attended informational briefings regarding Guatemala's legislature and then participated as a panelist in a orientation for new Deputies to the Guatemalan parliament and their staff.
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: May 2, 2024

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Chairman Bryan Steil Date: May 2, 2024

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: International Republican Institute (IRI)

2. Travel Destination(s): Guatemala City, Guatemala

3. Date of Departure: Sunday, April 21st, 2024 Date of Return: Friday, April 26th, 2024

4. Name(s) of Traveler(s): Janet Schwalb

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

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,157.50	\$719.80	\$517	N/A
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: April 29, 2024

Name: Kimber Shearer Title: Executive Vice President, Counsel

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 Suite 800 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.

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: Janet Schwalb

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

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

Signature: 

Name of Signatory (if other than traveler): _____

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

Office Address: 1309 Longworth HOB

Telephone Number: (202) 225-8281

Email Address of Contact Person: janet.schwalb@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: Janet Schwalb
2. Sponsor(s) who will be paying or providing in-kind support for the trip: International Republican Institute
3. City and State **OR** Foreign Country of Travel: Guatemala City, Guatemala
4. a. Date of Departure: Sunday, April 21, 2024 Date of Return: Friday, April 26, 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.**
Deputy Staff Director responsible for managing New Member Orientation for the House. Purpose of this trip is to engage with newly elected deputies of the Republic of Guatemala to provide technical support to participants on establishing a congressional office similar to what the Committee on House Administration does for newly elected Members of the House.
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: 03-26-2024

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): _____

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

6. Date of Departure: Sunday, April 21, 2024 Date of Return: Saturday, April 27, 2024

7. a. City of departure: Washington, D.C.

b. Destination(s): Guatemala City, Guatemala

c. City of return: Washington, D.C.

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. The Congress of Guatemala is an official partner legislature of the House Democracy Partnership. Guatemala held its most recent general election in June 2023. This new member orientation will support newly elected Deputies of the Congress and is designed to support legislative diplomacy and build peer networks to foster a stronger democratic community. IRI is the sole organizer of this 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): _____
\$94 as per the U.S. Government per diem rate.
 - 2) Provide the reason for selecting the location of the event or trip: _____
Guatemala City is the capital and where the Congress of Guatemala is seated.

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

Hotel Name: Hyatt Centric Guatemala City City: Guatemala City Cost Per Night: \$143.96

Reason(s) for Selecting: Hotel is under 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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$950 (\$750, economy class plane ticket ; \$200, ground transportation)	\$719.80 (Hotel rate of \$143.96 x 5 nights)	\$517 (approx. \$94/day x 4 days of programming; \$70.50/day x 2 travel days)
For each Accompanying Family Member	N/A	N/A	N/A

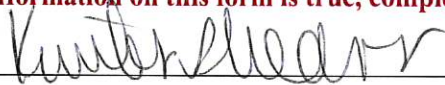
	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	N/A	N/A
For each Accompanying Family Member	N/A	N/A

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:  Date: March 20, 2024
 Name: Kimber Shearer Title: Executive Vice President, C
 Organization: The International Republican Institute
 Address: 1225 I Street NW Suite 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.

Committee on Ethics – Primary Trip Sponsor Form
International Republican Institute – House Democracy Partnership
Guatemala City Trip – April 21-27, 2024

Additional Information

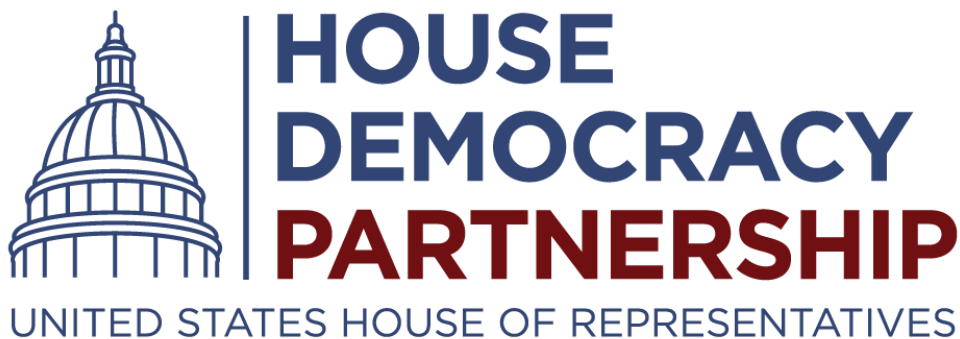
Answer to Question #4

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. Janet Schwalb, Deputy Staff Director: Ms. Janet Schwalb serves as Deputy Staff Director for the Committee on House Administration. Ms. Schwalb has organized several new member orientations for the U.S. House of Representatives. Ms. Schwalb's experience in organizing and executing new member orientations will provide a unique perspective on the legislative process and the roles and responsibilities of legislators. Her experience will contribute greatly to the new member orientation in Guatemala as she has firsthand experience of executing new member orientations in the U.S.

AGENDA



New Member Orientation for the Congress of the Republic of Guatemala

Technical Assistance Consultancy

April 21 – 27, 2024

Guatemala City, Guatemala

Facilitated by the International Republican Institute

IRI INTERNATIONAL
REPUBLICAN
INSTITUTE
Advancing Democracy Worldwide



USAID
FROM THE AMERICAN PEOPLE

TEL: 202.679.8287 • [HTTPS://HDP.HOUSE.GOV/](https://HDP.HOUSE.GOV/) • @HOUSE_DEMOCRACY

Contact Information	
Institute Staff	
Mr. Bernardo Rico , Resident Program Director, IRI Guatemala & Honduras	+1(917) 494-9638 / +(502) 5411-5811
Ms. Maggie Stewart , Program Manager, IRI	+1(703) 869-4424
Ms. Wallis Stanfield , Program Manager, IRI	
Ms. Julia Maria Rodriguez , Senior Program Officer, IRI Guatemala & Honduras	+(502) 4154 3399
Ms. Sarai Valladares , Program Associate, IRI Guatemala & Honduras	+(502) 5515 5543
U.S. Delegation	
Mr. Casey Burgat , Legislative Affairs Program Director, Assistant Professor of the Graduate School of Political Management, George Washington University	
Ms. Janet Schwalb , Deputy Staff Director, U.S. House of Representatives Committee on House Administration	
Hotel Lodging	
Hyatt Centric Guatemala	+(502) 2217 6000
Police	
Police	110
Ambulance	
Ambulance	1500
U.S. Embassy	
U.S. Embassy	+(502) 2354 0000

SUNDAY, APRIL 21, 2024

7:00 AM U.S. and IRI Travelers Depart the U.S.

Please arrive at DCA at least two hours prior to departure to ensure time for check-in and security. Dress for travel will be casual.

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

12:00 PM U.S. and IRI Travelers Arrive in Guatemala City

Delegation will proceed through immigration, customs, and baggage claim as a group.

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

1:30 PM Transfer to Hyatt Centric Hotel

An IRI driver will pick up the IRI delegation at the International Arrivals gate for transfer to the hotel. The drive time is approximately 30 minutes.

2:00 PM Hotel Check-In

IRI staff will assist delegates with hotel check-in. Please note that a personal credit card must be on file for any incidental charges.

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Hyatt Centric Hotel, 12 Calle 2-25 z. 10*

2:30 PM **Executive Time**

6:30 PM **Delegation Welcome Dinner**

Delegates will meet with IRI staff for a welcome dinner to kick off the week.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Chef Table, Hyatt Centric Hotel, 12 calle 2-25 z. 10*

MONDAY, APRIL 22, 2024

8:30 AM Working Breakfast Political Briefing

Delegates will meet with IRI staff for a preparatory discussion related to Guatemala's political situation, history, and institutional setbacks due to the political actions of previous governments. The session will offer delegates a better understanding of Guatemala's institutional context. Please bring all briefing materials to this working meal.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Mr. Carlos Gandini, Political Analyst, Constitutional and Parliamentarian Law

Location: *Chef Table, Hyatt Centric Hotel, 12 calle 2-25 z. 10*

10:15 AM Transfer to the U.S. Embassy

11:00 AM Meeting with the U.S. Embassy

The delegation will meet with Embassy staff to gain their perspectives on the Congress. Conversation will cover ongoing U.S. priorities and partnerships in-country and discussion of the program's agenda to ensure complementarity with other relevant USG programs and interests.

Hon. Tobin Bradley, U.S. Ambassador to Guatemala

Mr. Patrick Ventrell, Deputy Chief of Mission

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *U.S. Embassy in Guatemala, Boulevard Austriaco 11-51, Z 16*

12:15 PM **Transfer to Lunch**

12:30 PM **Working Lunch with Framers of the Constitution (1985) and Former Presidents of Congress**

Delegates will engage with former presidents of the Congress, which will provide the opportunity for the former presidents to share ideas and perspectives of the Congress. This session will offer an overview of the legislative branch history.

Mr. Bernardo Rico, Resident Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Hon. Catalina Soberanis, Former President of the Congress (1991)

Hon. Arabella Castro Quiñonez, Former President of the Congress (1997)

Hon. Roberto Alejos, Former President of the Congress (2009-2011)

Hon. Mario Taracena, Former President of the Congress (2016)

Mr. Aquilles Fallace, Framer of the Constitution (1985)

Location: El Adobe Restaurante, 7 Av. 9 Calle 9-45 – Z. 1

2:30 PM **Transfer to the Congress of the Republic of Guatemala**

3:00 AM **Meeting with Leadership of the Congress of the Republic of Guatemala**

The congressional leadership will discuss the priorities of the upcoming Congress, which will provide insight into specific areas the delegation may focus on for the upcoming new member orientation sessions. The meeting will also allow HDP to understand areas of possible future programming.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI
Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration
Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University
Hon. Nery Ramos y Ramos, President of the Congress of Guatemala

Location: Congreso de Guatemala, 9 Avenida 9-44 z.1

4:15 PM **Transfer to Hotel**

5:00 PM **Meeting with Plaza Pública, Independent Media Outlets**

The delegates will meet with representatives from independent media organizations to discuss their perceptions of the political environment within Congress. The conversation will cover the likely legislative agenda and priorities for the congressional leadership, how Congress handles their foundational role of oversight, and the general relationship between legislators and the media.

Mr. Bernardo Rico, Resident Program Director, IRI
Ms. Maggie Stewart, Program Manager, IRI
Ms. Wallis Stanfield, Program Manager, IRI
Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration
Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University
Mr. Francisco Rodriguez, Executive Director, Plaza Pública
Mr. Wolfgang Ochaeta, Public Relations Manager, Plaza Pública

Location: The Chef Table, Hyatt Centric Hotel, 12 calle, 2-25 z. 10

6:00 PM **Executive Time**

7:00 PM **Delegation Working Dinner**

Delegates will use this dinner to prepare for the week using insights gained during the political briefing, meeting with the U.S. Embassy, and meeting with the Republic of Guatemala's congressional leadership. Please bring all briefing materials to this working meal.

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Gracia Cocina de Autor Restaurant, 13 Calle 13-05, Cdad. de Guatemala*

9:00 PM **Transfer to Hotel**

9:00 AM Transfer to Congress

All sessions are business professional. Delegates should eat breakfast before the day begins.

9:30 AM Introduction of the U.S. Delegation and House Democracy Partnership (HDP)

The seminar will begin with opening remarks from HDP and an overview of HDP and its partnership with the Congress of the Republic of Guatemala. This session will also provide an opportunity for both the United States delegation and Guatemalan congressional staff to introduce themselves, fostering mutual understanding and collaboration.

This session will take place while members of Congress are in their weekly plenary and will be for the congressional staff only.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Salón de Pasos Perdidos, Congreso de Guatemala, 9 Avenida 9-44 z.1*

10:00 AM The Role of Staff in Congress

This session will explore the essential role staff play in supporting the legislative process and serving the needs of elected representatives and constituents alike. Discussion will center around new staff basics such as navigating Congress, ethical guidelines, and supporting the representative.

This session will take place while members of Congress are in their weekly plenary and will be for the congressional staff only.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Mr. Bernardo Rico, Resident Program Director, IRI

Location: *Salón de Pasos Perdidos, Congreso de Guatemala, 9 Avenida 9-44 z.1*

11:00 AM Understanding the Daily Life and Obligations of a Legislator

This session will cover the day-to-day obligations and duties that legislators will face. Discussions will cover setting a schedule, regular committee and caucus responsibilities, and how to effectively engage with citizens. It is imperative staff understand the obligations of legislators, so they can better assist the member and their priorities.

This session will take place while members of Congress are in their weekly plenary and will be for the congressional staff only.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Pasos Perdidos, Congreso de Guatemala, 9 Avenida 9-44 z.1*

12:30 PM

Welcome Lunch: Introduction to the House Democracy Partnership

The working lunch will begin with opening remarks from HDP and an overview of its work, as well as its partnership with the Congress of the Republic of Guatemala.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

2:00 PM

Introduction of the U.S. Delegation and Guatemalan Deputies of Congress

This session will provide an opportunity for both the United States delegation and Guatemalan members of Congress to introduce themselves. Following introductions, deputies will be invited to share with the delegation what they are hoping to gain from this exchange and what life in congress has been like thus far.

Speakers:

Hon Nery Ramos y Ramos, President of the Congress of Guatemala

Hon. Darwin Alberto Lucas Paz, First Vice President of Congress of Guatemala

Hon. César Augusto Amézquita, Second Vice President of the Congress of Guatemala

Hon. Nery Mamfredo Rodas Méndez, Third Vice President of the Congress of Guatemala

Hon. Karina Paz, First Secretary of the Congress of Guatemala

Hon. Raúl Antonio Solórzano Quevedo, Second Secretary of the Congress of Guatemala

Hon. César Roberto Dávila, Third Secretary of the Congress of Guatemala

Hon. Juan Carlos Rivera Estévez, Fourth Secretary of the Congress of Guatemala

Hon. Sonia Gutiérrez, Fifth Secretary of the Congress of Guatemala

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Mr. Bernardo Rico, Resident Program Director, IRI

Location: Congreso de Guatemala, 9 Avenida 9-44 z.1

2:45 PM Beginning Your Term of Service

This session will provide an overview of the logistics deputies need to understand as they begin their mandate as elected officials. The discussion will outline best practices for hiring staff, how to explain available institutional resources, where and how deputies report for duty, and how to cast votes in Congress.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

3:45 PM Coffee Break

4:00 PM The Rules of Procedure

This session will feature a Guatemalan expert who will guide participants through the intricacies of legislative rules of procedure, ensuring a comprehensive understanding for effective participation in Congress. Legislators will explore legislative principles, hierarchical structures, procedural mechanics, committee operations, and ethical considerations.

Speakers:

Mr. Alejandro Valvert, Director, Congress Research and Legislative Studies Office

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

5:00 PM **Transfer to Hotel**

5:30 PM **Executive Time**

7:00 PM **Delegation Working Dinner**

Delegates will engage in discussion during dinner to reflect on the day's sessions and prepare for the upcoming day's agenda. This dinner provides an excellent opportunity for delegates to share insights, exchange ideas, and brainstorm strategies based on the knowledge gained throughout the day.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Ambia Restaurant, 10 Avenida 5-49. Z 14*

9:00 PM **Transfer to Hotel**

WEDNESDAY, APRIL 24, 2024

8:30 AM Transfer to Event Space

All sessions are business professional. Delegates should eat breakfast before the day begins.

9:00 AM Registration and Arrival

Location: Salón Protocolo Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1

9:30 PM Rules and Ethics for Members of Congress

This session will cover the ethical standards and rules governing the official conduct of members of Congress, ensuring integrity and accountability in legislative service. The session will also discuss the basics of ethics codes and commissions in charge of ethics. The conversation will cover things like gift rules, travel rules, outside earned income and financial disclosures, as well as the separation between campaign work and official duties.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

10:30 AM Oversight of the Executive

A core tenet of a strong and independent legislature is the ability to conduct oversight of the executive branch and to prevent executive encroachment on legislative power. This session will include a review of major processes related to legislative oversight, including how to use committee hearings to conduct oversight, incorporating citizen complaints in

oversight efforts, drafting letters and written requests to agencies/ministries, and engaging the media to inform citizens on oversight efforts.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón Protocolo Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1*

11:30 AM Financial Oversight and Budgetary Responsibilities

This session will explore the power of appropriations and the legislative budget in shaping policy and ensuring accountability. Participants will gain valuable insights into the pivotal role that budgetary control plays in enforcing policy objectives and holding the executive branch accountable for its actions.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón Protocolo Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1*

12:30 PM

Working Lunch

During this working lunch, participants will have the opportunity to network with peers and engage in discussion on legislative priorities and strategies. This lunch discussion will be informed by the morning session topics of rules, ethics, and oversight.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Salón de Protocolo de Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1*

2:30 PM

Committee Structures and Processes

This session is focused on the critical role that committees play in ensuring transparency, accountability, and effective governance. Participants will gain a comprehensive understanding of committee structures and processes and their significance in the legislative process and strategies for effective committee engagement.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

3:30 PM

Public Hearings as a Tool of Oversight

This session will discuss how to equip congressional staff with the essential skills and knowledge needed to orchestrate hearings that yield meaningful results. Participants will delve into best practices and decision-making criteria for planning and executing hearings,

including when and how to call them. The session will also provide insights into the art of identifying and securing the participation of appropriate witnesses, ensuring a well-informed and productive discourse.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

4:30 PM Drafting Legislation and Legal Frameworks

The legislature is a deliberative body, with the authority to draft and enact laws. Individual legislators play a critical role in identifying policy needs and driving forward change. Drafting inclusive, collaborative, and strategic legislation equips legislators to respond successfully to constituent needs. Members and their congressional staff will learn the essentials of legal drafting, honing their skills in crafting effective legislation that aligns with constitutional principles and addresses societal needs.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

5:30 PM Transfer to Hotel

6:00 PM **Executive Time**

7:00 PM **Delegation Working Dinner**

Delegates will engage in discussion during dinner to reflect on the day's sessions and prepare for the upcoming day's agenda. This dinner provides an opportunity for delegates to share insights, exchange ideas, and brainstorm strategies based on the knowledge gained throughout the day.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Jakes Restaurant, 8A Avenida 16-70 zona 10, La Estación*

9:00 PM **Transfer to Hotel**

THURSDAY, APRIL 25, 2024

9:00 AM Transfer to Event Space

All sessions are business professional. Delegates should eat breakfast before the day begins.

9:30 AM Registration and Arrival

Location: Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1

10:00 AM Legislative Drafting and Framework

Participants will gain a comprehensive understanding of the legislative drafting process, from conceptualization to finalization. Discussion will focus on the fundamental principles of drafting clear, concise, and legally sound legislation that effectively addresses policy objectives and meets constitutional standards.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1

11:15 AM What I Wish I Had Known Reflection Session

During this session, panelists will reflect on what information and skills they wish they had known during their first few months working in the legislature. The purpose of the conversation is to identify potential gaps in training and onboarding which can be rectified to help staff and members hit the ground running in their first days and weeks in office.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Pasos Perdidos, Congreso de Guatemala, 9 Avenida 9-44 z.1*

1:00 PM

Working Lunch

During this working lunch, participants will have the opportunity to network with peers and engage in discussion on legislative priorities and strategies. This lunch discussion will be dedicated to multipartisan and inclusive approaches to lawmaking, in preparation for the afternoon sessions.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

2:15 PM

Coalition Building, Working in a Multi-Party System, and Multipartisan Approaches to Lawmaking

In this session, members and their congressional staff will explore coalition building and the complexities of working within a multi-party system. As representatives tasked with addressing diverse interests, understanding how to effectively collaborate across party lines is paramount. Participants will uncover strategies for navigating the intricate dynamics of coalition building, fostering collaboration, and leveraging shared objectives to advance common goals, compromise, and strategies for success. Through interactive discussions and practical examples, members and their staff will learn how to navigate

ideological differences, build relationships based on mutual respect, and identify areas of shared interest to achieve legislative objectives.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

3:15 PM Inclusive Representation – Advancing Indigenous and Other Marginalized Communities Representation

During this session, participants will explore different strategies and best practices that improve the level of representation that indigenous and other marginalized communities experience. Nearly half of all Guatemalans self-identify as indigenous. Further, indigenous communities in Guatemala tend to be the most underserved and are disproportionately affected by issues such as poverty and malnutrition. To address these gaps, it is important that newly elected Deputies of the Congress are equipped with the necessary tools to serve their indigenous constituents effectively.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón de Protocolo de Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1*

4:00 PM Building Consensus to Support Inclusive Democratic Engagement

This session will focus on building consensus to amplify the voices of underrepresented groups such as women, youth, and indigenous communities. Participants will explore strategies for fostering inclusive representation within the legislative process. Members and their congressional staff will learn how to identify barriers to participation and develop actionable plans to address them, ensuring that all voices are heard and valued in the democratic process.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón de Protocolo de Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1*

5:30 PM Transfer to Hotel

6:00 PM Executive Time

7:00 PM Delegation Working Dinner

Delegates will engage in discussion during dinner to reflect on the day's sessions and prepare for the upcoming day's agenda. This dinner provides an opportunity for delegates to share insights, exchange ideas, and brainstorm on strategies based on the knowledge gained throughout the week. Please bring all briefing materials to this working meal.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Metiz Restaurant, Centro Comercial Plaza Fontabella 4A Avenida 12-59 z 10*

9:00 PM **Transfer to Hotel**

8:30 AM Transfer to Event Space

All sessions are business professional. Delegates should eat breakfast before the day begins.

9:00 AM Registration and Arrival

Location: Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1

9:30 AM How Members Can Engage with Constituents

Within the three branches of government, legislators represent citizen concerns most directly. Embedded in the very concept of representative democracy is the idea that those who are affected by government decisions have a right to be involved in the decision-making process. Discussion will include topics such as: how to use digital tools, traditional media, and hosting citizen events and meetings; setting a regular communications agenda; soliciting and incorporating citizen feedback into legislative work; and best practices to be accessible to constituents to hear their needs and feedback, both in the capital and in communities outside the capital.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1

10:30 AM Using the Media to Engage with Constituents and Improve Transparency

In this session, participants will explore various media strategies aimed at enhancing transparency and accountability in government. Participants will gain insights into crafting compelling messages, navigating media interviews, and utilizing social media platforms to engage with constituents. By mastering these skills, participants will be better equipped to build strong relationships with the media, effectively convey their legislative priorities, and foster greater trust and understanding among the public.

Speakers:

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Moderator:

Ms. Maggie Stewart, Program Manager, IRI

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

11:30 AM Closing Reception and Certificate Ceremony

The program will conclude with a closing reception and certificate ceremony, celebrating the successful completion of the program and to recognize all participants for their contributions to the New Member Orientation.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: *Salón del Pueblo, Congreso de Guatemala, 9 Avenida 9-44 z.1*

12:30 PM

Working Lunch with HDP Alumni and Political Party Bloc Leaders

Delegates will meet with Political Party Bloc Leaders from the Congress of Guatemala to discuss the opportunities to strengthen the relationship between HDP and the Congress, to discuss about the legislature priorities and future collaboration opportunities. The working lunch will also feature past HDP program participants so they can share how HDP has supported their development as legislators.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Hon. Karina Paz, 1st Secretary of the Board of Directors of the Congress

Hon. Sonia Gutiérrez, 5th Secretary of the Board of Directors of the Congress

Hon. Andrea Villagrán, Movimiento Semilla Party

Hon. Luis Fernando Aguirre, Cabal Party

Hon. Cristian Rodolfo Álvarez, CREO Party

Hon. Rodrigo Pellecer, Comunidad Elefante Party

Hon. Jorge Mario Villagrán Álvarez, Azul Party

Hon. Jorge Castro, Viva Party

Hon. José Inés Castillo, UNE Party

Hon. Sandra Yanet Milián Gómez, Victoria Party

Hon. Elmer Josué Palencia Reyes, Valor Party

Location: Salón Protocolo de Casa Larrazabal, Congreso de Guatemala, 9 Avenida 9-44 z.1

2:30 PM

Site Visit: Congress of the Republic of Guatemala

The visit will provide insights into the functionality of the congressional chambers, where the professional staff work and support the members of Congress, and how accessible the building and members are to the public. The visit will help inform future conversations and HDP support.

Mr. Bernardo Rico, Resident Program Director, IRI

Ms. Maggie Stewart, Program Manager, IRI

Ms. Wallis Stanfield, Program Manager, IRI

Ms. Janet Schwalb, Deputy Staff Director, U.S. House of Representatives Committee on House Administration

Mr. Casey Burgat, Legislative Affairs Program Director, George Washington University

Location: Congreso de Guatemala, 9 Avenida 9-44 z.1

3:30 PM Transfer to Hotel

4:00 PM Executive Time

9:00 PM Transfer to La Aurora International Airport

Dress for travel will be casual.

11:55 PM Depart La Aurora International Airport

SATURDAY, APRIL 27, 2024

6:07 AM Arrive at Washington Dulles International Airport



**International
Republican Institute**
1225 Eye St. NW, Suite 800
Washington, DC 20005
www.iri.org | @IRIGlobal

March 6, 2024

Ms. Janet Schwalb
Deputy Staff Director, Committee on House Administration
U.S. House of Representatives
Washington, D.C.

Dear Ms. Schwalb:

On behalf of the House Democracy Partnership (HDP), a bipartisan commission of the U.S. House of Representatives, we are pleased to invite you to serve as an expert professional trainer on a new member orientation in Guatemala City, Guatemala from April 22 - 26, 2024, exclusive of travel.

This four-day program, facilitated by the International Republican Institute (IRI), will invite newly elected deputies of the Congress of the Republic of Guatemala to engage with their American peers, including current and former members of Congress and congressional staff of the U.S. House of Representatives. The exchange will provide technical support to participants on establishing a congressional office, creating legislative goals, learning the rules of procedure, understanding how to conduct oversight, identifying committee structures and their processes, engaging constituents, and building coalitions within Congress.

HDP was established in 2005 as a bipartisan commission of the U.S. House of Representatives to build capacity within legislatures around the world. In partnership with over twenty member legislatures, HDP offers opportunities for peer-to-peer engagement on legislative oversight, budget analysis, committee operations, constituent relations, and library and research services.

IRI's points of contact for this program are Ms. Maggie Stewart (mstewart@iri.org) and Mr. Brendan Rooks (brooks@iri.org) at IRI's Washington, D.C. headquarters. Please do not hesitate to be in contact regarding any questions you may have.

Sincerely,

Daniel Twining
President
International Republican Institute

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

April 15, 2024

Ms. Janet Schwalb
Committee on House Administration
1309 Longworth House Office Building
Washington, DC 20515

Dear Ms. Schwalb:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Guatemala,¹ scheduled for April 21 to 26, 2024, 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.

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