Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2022 SEP -9 PM 12: 28

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Democratic Institute (NDI) and International Republican Institute (IRI)

Travel date(s): August 3-11, 2022

Name of accompanying family member (if any): N/a
Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☒ Actual Amount	$3586.59 total ($2,277.87 for plane ticket to Kenya; $80 for airport transfers in Kenya; $129.23 for airport transfers in the U.S.; $139.49 for plane ticket from Nairobi to Eldoret; $320/day for 3 days in Uasin Gishu for car and driver)	$855.10 total ($150/night for 3 nights in Nairobi 8/4-8/7; $118 for day room in Nairobi 8/10; $95.70/night for 3 nights in Uasin Gishu)	$379.03 total (Dinner 8/5: $49.03; Reception 8/6: $65.00; Lunches 8/5, 8/6, 8/10: $31.69, $33.36, $33.36; Meal reimbursements 8/3, 8/4, 8/7, 8/8, 8/9, 8/10, 8/11: $166.86).	$51 (visa)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount				

Provide a description of all meetings and events attended. *See* Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached.

9/9/2022 (Date) Ryan Gallogly (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

09/09/2022 (Date) (Signature of Supervising Senator/Officer)

(Revised 1/3/11) **Form RE-2**

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in **SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Ryan T. Gallogly

Employing Office/Committee: U.S. Senator Jack Reed

Private Sponsor(s) (list all): International Republican Institute (IRI) and the National Democratic Institute (NDI)

Travel date(s): August 3-11, 2022

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Nairobi, Kenya and Uasin Gishu, Kenya

Explain how this trip is specifically connected to the traveler's official or representational duties:

Ryan is my foreign affairs legislative assistant and advises me on all foreign policy issues. Having Ryan on this trip would give NDI/IRI a valuable member of my team to serve as an international election observer, and it would allow him to get firsthand experience with one of IRI and NDI's core functions. It will also give him better insight into the political situation in Kenya, and better inform my policies in the region and around democracy promotion. I annually co-lead a letter on appropriations for democracy programs, and this trip would further help my work on the Senate Appropriations Committee.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

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

07/18/2022
(Date)

Ryan T. Gallogly
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Jack Reed hereby authorize Ryan T. Gallogly
(Print Senator's/Officer's Name) *(Print Traveler's Name)*

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (*signify "yes" by checking box)* ☐

07/18/2022
(Date)

Jack Reed
(Signature of Supervising Senator/Officer)

(Revised 10/19/15) **Form RE-1**

0000000002932 RECEIVED BY: SECRETARY OF THE SENATE Date: September 09, 2022

July 5, 2022

Dear Mr. Ryan Gallogly,

The National Democratic Institute (NDI) and the International Republican Institute (IRI) are pleased to invite you to participate as a delegate in IRI and NDI's joint international election observation of Kenya's general elections, scheduled for August 9, 2022.

NDI and IRI will carry out a joint international election observation mission and field a delegation of 30 international election observers from August 4-10, 2022. The delegation will arrive in Nairobi, Kenya on August 4, with briefings beginning on August 5, prior to deploying in designated regions across the country for meetings with stakeholders and observation on election day. The mission will work in small teams to observe polling stations, results centers, and the overall election day environment. After the election, the delegation will return to Nairobi to participate in an out-take briefing before departing Kenya. Through a press statement and final report, the delegation will discuss its findings, contribute to electoral accountability, and enhance international support for peaceful and credible electoral processes in Kenya.

NDI and IRI are particularly interested to have you join this assessment mission, as the delegation will benefit from your experience and perspective. Since 1993, NDI has supported Kenyan efforts to strengthen democratic institutions and advance democratic reforms, including political party development and dialogue, issue-based policy development, women's inclusion, youth engagement, citizen and international election observation, and political and electoral reform initiatives. Since 1992, IRI has been engaged in Kenya by supporting youth and women's engagement in political and civil life, preventing electoral violence, and strengthening the devolution process.

Should you accept your invitation to join the delegation, you will receive briefing materials, an agenda and additional logistical information before your departure, and a briefing on Kenya's political environment and the status of electoral preparations upon arrival in Nairobi. NDI will make your visa, travel, and lodging arrangements. NDI will also cover the costs of economy-class travel, food, and lodging required for the duration of the mission, in accordance with U.S. federal government regulations.

NDI and IRI assume that in accepting the invitation you have no conflict of interest (political, financial or otherwise) that would influence your ability to participate in the assessment in an impartial manner and that your presence in Kenya would not be used to pursue private interests. If you are uncertain about this or have any questions, please be in contact as soon as possible. We hope you can join NDI and IRI in this important effort to support the democratic process in Kenya.

Warm regards,

Dickson Omondi
Regional Director, Southern & East Africa
National Democratic Institute (NDI)

Gregory Kearns
Regional Director, Africa
International Republican Institute (IRI)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): International Republican Institute (IRI) and National Democratic Institute (NDI)

2. Description of the trip: Joint International Election Observation Mission for Kenya's general elections, August 9, 2022

3. Dates of travel: August 3 - 11, 2022

4. Place of travel: Kenya (Nairobi and other locations around the country to be confirmed)

5. Name and title of Senate invitees: Toni-Marie Higgins, Chief Of Staff, Senator John Boozman; Alexandra Davis, Foreign Policy Advisor, Senator Christopher Coons; Ryan Gallogly, Legislative Assistant, Senator Jack Reed

6. I *certify* that the trip fits one of the following categories:

☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

– OR –

☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) *(see question 9)*.

7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

– AND –

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

– AND –

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**
I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10)*.

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:
NDI and IRI are facilitating an international election observation mission for Kenya's 2022 general elections funded through a cooperative agreement from USAID. NDI will cover venue rental and group meal costs, and IRI will cover per diem, lodging, transporations and incidentals, for the delegation participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
NDI and IRI are non-profit, non-partistan international organizations that support democracy and governance overseas; this election observation mission will help contribute to free and fair elections by having international observers present.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:
NDI and IRI have sponsored congressional trips to foreign countries, many of which are similar to this election observation mission, including in Kenya, Nigeria and Tunisia. IRI and NDI sometimes co-sponsor congressional trips, including for elections in 2019 in Nigeria and Tunisia.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

NDI and IRI implement projects and activities to provide information and share knowledge including through trainings, conferences, seminars and technical consultations for governmental (eg. government officials and political parties) and non-governmental (eg. civil society) stakeholders.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
☒ Good Faith estimate ☐ Actual Amounts	$3,500 international and domestic airfare $200 airport transfers	$1,691 ($250/night for 5 nights in Nairobi and $147/night for 3 nights of deployment in area of observation)	$641 ($82/day in Nairobi, and $77/day during deployment to area of observation)	$51 visa

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation **or** b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) This trip involves an event that is arranged or organized without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The EOM is headquartered in Kenya's capital city of Nairobi in order to conduct meetings with relevant government and non-governmental stakeholderes. Observers will also be deployed outside of Nairobi.

19. Name and location of hotel or other lodging facility:

Villa Rosa Kempinski Nairobi in Nairobi, and a hotel to be confirmed in a location outside of Nairobi.

20. Reason(s) for selecting hotel or other lodging facility:

The Villa Rosa Kempinski Nairobi hosted delegates for NDI's previous observation in 2017. The hotel is a secure site, is flexible with room bookings for the large delegation, has sufficient meeting and event spac to accomodate the logisiticals requirements of the joint mission, and is within USG per diem rates.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

All lodging, meals and other expenses provided to trip participants will be at or below U.S. Department of State established rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

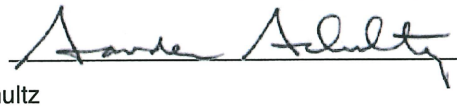
Round trip economy class airfare, local transportation in Kenya.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Sander Schultz

Name of Organization: National Democratic Institute (NDI)

Address: 455 Massachusetts Avenue, NW, Washington, DC 20001

Telephone Number: 202-728-5500

Fax Number:

E-mail Address: sander@ndi.org

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

SIGNATURE PAGE FOR ADDITIONAL SPONSOR

(to be completed by each additional sponsor)

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the August 3-11, 2022 trip to Kenya is true, complete, and correct.

Dates of Travel (Month Day, Year)

Place of Travel

Signature of Travel Sponsor: Kimberly Shearer

Name and Title: Kimber Shearer, Executive Vice President/Counsel

Name of Organization: International Republican Institute

Address: 1225 I Street, NW Suite 800, Washington, DC 20005

Telephone Number: 202-262-1423

Fax Number: N/A

E-mail Address: kshearer@iri.org

0000000002938 RECEIVED BY: SECRETARY OF THE SENATE Date: September 09, 2022

AGENDA

IRI/NDI International Election Observation in Kenya 2022

Thursday, August 4, 2022	**Delegate Arrival** **Location:** Villa Rosa Kempinski Nairobi Chiromo Road, 00800 Nairobi, Kenya +254 703 049 000
All Day	**Delegate Arrival in Nairobi** NDI and IRI staff will meet delegates at Jomo Kenyatta International Airport and facilitate transfer to the Villa Rosa Kempinski Nairobi hotel
All Day	**Election Observation Mission Welcome Desk** **Location:** Villa Rosa Kempinski Lobby Distribution of welcome package
Friday, August 5, 2022	**Briefings** **Location:** Fedora Room 1-2, Second Floor, Villa Rosa Kempinski
7:00am – 9:00am	**Breakfast** **Location:** Cafe Villa Rosa, First Floor
9:00am – 9:45am	**Delegation Introductions and Opening Remarks** **Presenters:** *Mr. Greg Kearns*, Director, Africa Division, IRI *Mr. Dickson Omondi*, Regional Director, Southern and East Africa, NDI

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

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9:45am – 10:15am **Overview of IRI and NDI in Kenya**
Presenters: *Mr. Yomi Jacobs*, Kenya Program Director, IRI
Mr. Dennis Omondi, Kenya Country Director, NDI

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

10:15am – 10:30am **Break**

10:30am – 11:30am **Political Context and Overview for the 2022 Kenya Elections**
Presenter: *Prof. Collins Odote*, University of Nairobi

Prof. Collins Odote will present an overview of Kenya's current and historical political context, as well as the electoral environment ahead of the 2022 elections.

11:30am – 12:30pm **Election Violence Risk and Mitigation Efforts**
Moderator: *Dr. Patrick Quirk*, Senior Director, Strategy, Research, and Center for Global Impact, IRI
Presenter: *Ms. Marie Allegret*, Joint Mission Long-Term Analyst for Electoral Security and Violence
Dr. Mutuma Ruteere, Director, Centre for Human Rights and Policy Studies and NDI-Kenya Board Member

Ms. Allegret will present on election violence and security in the pre-election period, as well as mitigation measures and preparations for election day security. Mr. Ruteere will present on the history of election-related violence in Kenya, as well as the current risk for violence around the 2022 elections.

12:30pm – 1:30pm **Lunch with Citizen Elections Observation Group (ELOG)**
Location: Fedora Room 1-2

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

1:30pm – 3:00pm **Inclusion of Women, Youth, and Marginalized Groups in Elections**
Moderator: *Mr. Gregoire Houel*, Joint Mission Long-Term Analyst for Campaigns, Gender and Inclusion
Presenters: *Mr. Patrick Onyango*, Member, Disability Inclusion Coordinating Committee, Independent Electoral and Boundaries Commission (IEBC)

Ms. Nerima Wako-Ojiwa, Executive Director, Siasa Place
Ms. Mercy Mukeni, National Coordinator, Women Empowerment Link (WEL)

Mr. Houel will introduce and moderate a panel on the status of the inclusion of women, youth, persons with disabilities (PWDs) and members of other marginalized groups in electoral and political processes in Kenya, and measures to promote inclusive participation in the 2022 elections.

3:00pm – 4:00pm **Election Information Environment**
Moderator: *Mr. Alhassan Ibrahim*, Joint Mission Long-Term Analyst for Information Environment
Presenters: *Ms. Wanjiru Nguhi*, Program Manager, Fumbua Project, Baraza Media Lab
Mr. Allan Cheboi, Manager, iLAB, Code for Africa
Ms. Doreen Wainainah, Managing Editor, PesaCheck, Code for Africa

Mr. Ibrahim will introduce and moderate a panel on the media and social media landscape, including media monitoring and civil society fact-checking efforts underway, and the prevalence of election-related disinformation and hate speech in the lead up to the 2022 elections in Kenya.

4:00pm – 4:15pm **Break**

4:15pm – 5:00pm **Political Campaigns**
Presenter: *Mr. Gregoire Houel*, Joint Mission Long-Term Analyst for Campaigns, Gender and Inclusion

Mr. Houel will present on campaign operations, conduct, and messages in the lead-up to the 2022 elections in Kenya.

5:00pm – 5:15pm **Housekeeping and Next Day's Agenda**
Presenters: *Ms. Alyson Beermann*, Program Manager, Southern and East Africa, NDI
Ms. Alexandra Robinson, Program Officer, Africa Division, IRI

IRI and NDI representatives will review procedural items and the next day's program agenda.

7:00pm – 8:30pm **Delegation Welcome Dinner**
Hosts: *Mr. Scott Mastic*, Vice President, Programs, IRI
Mr. Richard Klein, Director, Elections, NDI
Location: Private Dining, Cafe Villa Rosa

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Saturday, August 6, 2022 – Briefings
Location: Fedora Room 1-2, Second Floor, Villa Rosa Kempinski

7:00am – 9:30am **Breakfast**
Location: Cafe Villa Rosa

9:30am – 9:45am **Leadership Introductions**
Presenters: *His Excellency Joaquim Chissano*, Former President of the Republic of Mozambique
Ambassador Johnnie Carson, Former U.S. Assistant Secretary of State for African Affairs and Member, NDI Board of Directors
Ms. Donna Brazile, Member, NDI Board of Directors
Mr. Randy Scheunemann, Vice Chairman, IRI Board of Directors
Mr. Scott Mastic, Vice President, Programs, IRI
Mr. Richard Klein, Director, Elections, NDI

Delegation leadership will provide introductory remarks.

9:45am – 11:00am **IEBC and Election Preparedness, Polling Station Operations**
Moderator: *Mr. Greg Kearns*, Director, Africa Division, IRI
Presenter: *Mr. Isaack Okero Otieno*, Kenya Country Director, International Foundation for Electoral Systems (IFES)
Ms. Lilian Mahiri, Former Vice Chair of the Independent Electoral and Boundaries Commission (IEBC)

Mr. Otieno and Ms. Mahiri will present on the role of the Independent Electoral and Boundaries Commission; provide a summary of its duties, responsibilities, and preparations ahead of the 2022 elections; and share information about the election day procedures at polling stations.

11:00am – 12:00pm **Election Day Observation Methodology, Procedures, Reporting, and Code of Conduct**
Presenters: *Ms. Johandra Delgado*, Program Officer, Elections, NDI
Ms. Natasha Rothchild, Joint Mission Long-Term Analyst Coordinator

IRI and NDI will present the mission's election day observation methodology, including a review of the observation checklist, election day agenda, procedures for reporting observation findings

and critical incidents on election day, and the Institutes' code of professional conduct for election observers.

12:00pm – 12:15pm **Group Photograph**
Location: TBC

12:15pm – 1:45pm **Lunch**
Location: 88 Restaurant, Villa Rosa Kempinski Hotel

1:45pm – 2:30pm **Delegation Security Briefing**
Presenters: *Mr. Ryan Gibson*, Senior Manager, Global Safety and Security, IRI
Mr. David Rolfes, Senior Advisor, Global Operations and Risk Management, NDI

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

2:30pm – 3:00pm **Media and Communications Protocols**
Presenters: *Mrs. Paulina Chavez Alonzo*, Press and Communications Officer, NDI
Mr. Ryan Mahoney, Director, Communications, IRI

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

3:00pm – 3:15pm **Break**

3:15pm – 4:30pm **Deployment Logistics, County Updates and Distribution of Deployment Kits**
Presenters: *Ms. Alyson Beermann*, Program Manager, Southern and East Africa, NDI
Ms. Alexandra Robinson, Program Officer, Africa Division, IRI

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

4:30pm – 5:30pm **NDI/IRI Election Observation Methodology and Question & Answer Session**
Presenters: *Ms. Jessica Keegan*, Senior Advisor, Elections Programs, IRI
Mr. Richard Klein, Director, Elections, NDI

IRI and NDI will present their joint approach to international election observation, highlighting the role of an international observation in supporting the building of democratic electoral processes around the world and in Kenya. Delegates will have an opportunity to ask questions and seek clarity on any aspect of the joint observation mission.

5:30 pm – 5:45pm **Housekeeping and Next Day's Agenda**
Presenters: *Ms. Alyson Beermann*, Program Manager, Southern and East Africa, NDI
Ms. Alexandra Robinson, Program Officer, Africa Division, IRI

IRI and NDI representatives will review procedural items and the next day's program agenda.

5:45pm **Break for the Evening**

6:30pm – 8:00pm **Delegation Reception with Diplomatic Representatives**
Location: Tambourin Restaurant, Villa Rosa Kempinski Hotel

Sunday, August 7, 2022 **Delegate In-Country Deployment**

7:00am – 8:30am **Breakfast**
Location: Cafe Villa Rosa

8:30am – 12:00pm **Travel to Assigned County/AOO (TBC)**
Upon arrival: Meet local facilitator, check in to hotel and report arrival to Election Observation Mission Support Office in Nairobi

12:00pm – 1:30pm **Lunch**
Location: TBC

1:30pm – 7:00pm **Locate Polling Stations to Visit on Election Day**

Each observation team will be given a list of polling stations in their AOO from which they should choose approximately five to eight potential polling stations to visit to spend at least 30 minutes in each to observe the election process. The pre-election day visits will serve to help observation teams understand the electoral and political environment in their AOO, introduce themselves to polling station officials, and learn from polling station officials about the demographics and politics of the local community as well as the process of preparing the polling station for election day.

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

7:45pm – 9:30pm **Working Dinner to Review Polling Stations Visit**

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Location: AOO Hotel Restaurant (TBC)

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

Monday, August 8, 2022

6:30am – 8:30am	**Breakfast** **Location:** AOO Hotel Breakfast Room (TBC)
8:30am – 8:45am	**Check in with Election Observation Mission Support Office in Nairobi**
8:45am – 9:30am	**Depart for Meetings**
9:30am – 10:30am	**Meeting with the ELOG Coordinator for the AOO** **Location:** ELOG Office in the AOO

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

10:30am – 11:00am	**Transit**
11:00am – 12:00pm	**Meeting with County Election Manager for the AOO** **Location:** IEBC Office in the AOO

Delegates will meet with IEBC County Election Manager for the AOO to discuss preparations for election day.

12:00pm – 12:30pm	**Transit**
12:30pm – 1:30pm	**Working Lunch** **Location:** TBC

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

1:30pm – 2:00pm	**Transit**

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

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

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

4:30pm – 5:30pm **Break**

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

Delegates will review the day's meetings with their observation partner and the election day agenda to plan for the following day's deployment. Each team will fill out and submit a pre-election form based on their observations.

Tuesday, August 9, 2022 - Election Day

4:00am – 4:30am **Check in with Election Observation Mission Support Office in Nairobi**

4:30am – 5:30am **Depart Hotel to Observe Opening of Polling Stations**

5:30am – 7:00am **Observe Opening of Pre-Selected Polling Station 1**

Delegates will observe the process of setting up and opening the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team will fill out one form for the opening process and can stay in the same polling station to observe the voting process for at least 30 minutes, also filling out a voting form for the polling station.

7:00am – 7:30am **Transit**

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

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

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team will observe the voting process for at least 30 minutes, and will fill out one voting form based on their observation of the voting process at the polling station.

9:00am – 9:30am **Transit**

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

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

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team will observe the voting process for at least 30 minutes, and will fill out one voting form based on their observation of the voting process at the polling station.

11:00am – 11:30am **Transit**

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

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

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team will observe the voting process for at least 30 minutes, and will fill out one voting form based on their observation of the voting process at the polling station.

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

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

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2:00pm – 2:30pm **Transit**

2:30pm - 4:00pm **Observe Voting Process for Pre-Selected Polling Station 5**

Delegates will observe the election processes at the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team will observe the voting process for at least 30 minutes, and will fill out one voting form based on their observation of the voting process at the polling station.

4:00pm - 4:30pm **Transit**

4:30pm – 5:00pm **Observe Closing Process for Pre-Selected Polling Station 6**

Delegates will observe the process of closing and counting the polling station. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team will fill out one closing and counting form based on their observation of the closing and counting process at the polling station.

5:00pm – 5:30pm **Transit**

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

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

Delegates may observe the process of collating ballots at the local collation center in the AOO. Based on their briefings of how the election day process is meant to be administered, delegates will take note of how the actual election day processes compare with the election law. Each team that chooses to observe the ballot collation process should fill out one ballot collation form based on their observation of the process at the local collation center and submit to the Election Observation Mission Support Office in Nairobi.

7:30pm – 9:00pm **Return to Hotel**

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

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

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Wednesday, August 10, 2022 Delegate Return to Nairobi

6:00am – 8:00am **Breakfast Review of Overnight Developments and Check-in with Election Observation Mission Support Office in Nairobi**
Location: AOO Hotel Breakfast Room (TBC)

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

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

11:30am – 12:30pm **Break**

12:30pm – 3:30pm **Working Lunch and Delegation Debriefing of Election Day**
Facilitators: *Ms. Jessica Keegan*, Senior Advisor, Elections Programs, IRI
Mr. Richard Klein, Director, Elections, NDI
Location: Fedora Room 1-2

NDI and IRI will lead a discussion among delegates about their observations from election day, critical incidents during voting, and areas in which there were common experiences among delegates. The delegation will discuss key observations from their time in their AOOs.

3:30pm – 4:00pm **Closing Remarks and Delegate Farewell**
Presenters: *Mr. Greg Kearns*, Director, Africa Division, IRI
Mr. Scott Mastic, Vice President, Programs, IRI
Mr. Dickson Omondi, Regional Director, Southern and East Africa, NDI
Location: Fedora Room 1-2

NDI and IRI leadership will provide closing remarks for the observation mission, and wish delegates farewell for their departures.

Evening **Departure of Delegates**