RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2024 APR 12 AM 11:33

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.**This form is a public disclosure. The form and all attachments will be made publicly available.**

Certification:*In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:*

Private Sponsor(s):
National Democratic Institute for International Affairs

Travel Dates:
02/17/2024 to 02/25/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$2,234.90	$734.00	$390.00	$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- **The final Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

3/26/24
Date

Daniel Gottfried
Printed Name of Traveler

Daniel Gottfried
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.

3/28/2024
Date

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

● Yes ○ No

Expense Change	Revised Amount	Explanation
Transportation	$2,234.90	The transportation costs reduced from $2,527.90 in the original submission to actuals of $2,234.90 because no transport was provided for travel to and from the airport in the US and the ground transport in Tbilisi was $157 rather than the original estimate of $280.
Lodging	$734.00	The lodging costs reduced from $810 in the original submission to actuals of $738 given lower hotel rates provided in actuality as compared to the estimated amounts.
Meals	$390.00	The meal costs reduced from the original estimated of $390 to actuals of $353 given lower costs for meals than the original estimates. .
Misc. Expenses	$198.57	This is for costs for conference room rental and translation fees (including rental of simultaneous translation equipment) needed for meetings and given that some individuals with whom the delegation met did not speak English. This was included in the original estimates. The amount is pro-rated based on the number of delegates.

Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: Changes did not result in any additional costs. There were slight changes to the meeting times and participants given schedules of participants. A revised itinerary/agenda is available but I cannot seem to find a way to attach it in the system. The intent of the trip was still the same and working hours either remained the same or increased. Also, the traveler arrived in Georgia at a later time given that there was a flight delay.

Were there any additional changes to the pre-approved trip?

○ Yes ● No

Explanation: There were no additional changes to the pre-approved trip.

RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp

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.**This form is a public disclosure. The form and all attachments will be made publicly available.**

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Private Sponsor(s):
National Democratic Institute for International Affairs

Travel Dates:
02/17/2024 to 02/25/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$2,234.90	$734.00	$390.00	$0.00

I also certify that attached to this form are all required documents for post travel disclosure, including:

- **The final Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

Date

Daniel Gottfried
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.

Date

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

● Yes ○ No

Expense Change	Revised Amount	Explanation
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Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: Changes did not result in any additional costs. There were slight changes to the meeting times and participants given schedules of participants. A revised itinerary/agenda is available but I cannot seem to find a way to attach it in the system. The intent of the trip was still the same and working hours either remained the same or increased. Also, the traveler arrived in Georgia at a later time given that there was a flight delay.

Were there any additional changes to the pre-approved trip?

○ Yes ● No

Explanation: There were no additional changes to the pre-approved trip.

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

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.

Name of Traveler:
Daniel Gottfried

Employing Office/Committee:
FOREIGN RELATIONS DEM

Private Sponsor(s):
National Democratic Institute for International Affairs

Destination(s):
Tbilisi, Georgia

Travel Dates:
02/17/2024 to 02/24/2024
NOTE: If you plan to extend the trip for any reason you **must** notify the Committee.

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

Daniel Gottfried covers Europe and Eurasia policy for Chairman Cardin on the Senate Foreign Relations Committee. Georgia is included in Daniel's portfolio of responsibility. Chairman Cardin's priorities in the region include supporting frontline democracies, taking on global corruption, and combatting malign influence. Amid concerns both within and outside Georgia that its October 2024 elections will not be free and fair, numerous civil society groups have urged a long term election observer mission to help support a vulnerable frontline democracy. NDI has developed an itinerary in line with the Chairman's policy objectives in support of Georgia's democracy.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

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

1/16/24
Date

Daniel Gottfried
Signature of Employee

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

I Senator Ben Cardin hereby authorize Daniel Gottfried
(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)

Date 1/18/2024

Signature of Supervising Senator/Officer

National Democratic Institute for International Affairs: Georgia Pre-Election Assessment Mission

Daniel Gottfried

Title:
Legislative and Policy Analyst

Employing Office/Committee:
FOREIGN RELATIONS DEM

Duty Station:
WASHINGTON,DC

Destination(s):
Tbilisi, Georgia

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

Daniel Gottfried covers Europe and Eurasia policy for Chairman Cardin on the Senate Foreign Relations Committee. Georgia is included in Daniel's portfolio of responsibility. Chairman Cardin's priorities in the region include supporting frontline democracies, taking on global corruption, and combatting malign influence. Amid concerns both within and outside Georgia that its October 2024 elections will not be free and fair, numerous civil society groups have urged a long term election observer mission to help support a vulnerable frontline democracy. NDI has developed an itinerary in line with the Chairman's policy objectives in support of Georgia's democracy.

Name of accompanying family member (if any):
Not Entered

Name and Relationship to Traveler:
None

Organization Information

Organization Name
National Democratic Institute for International Affairs

Is your organization classified as a §501(c)(3)?
● Yes ○ No

§501(c)(3) Organization Type
Public Charity

Address
455 Massachusetts Avenue NW, 8th Floor

Address 2 (Optional)
Public Charity

City, State Zip
Washington, District Of Columbia 20001 United States

Phone Number
5712687903

Organization URL
[redacted]

History of Congressional Travel

NDI has a long history of sponsoring congressional travel for the purposes of monitoring international elections relying on the expertise of US Congressmen, Congresswomen and their staffers. NDI has utilized congressional staffers as recently as the 2023 Nigerian elections, where NDI had an election observation mission co-sponsored by the International Republican Institute.

Educational Activities

NDI is a nonprofit, nonpartisan organization working to support and strengthen democratic institutes worldwide through citizen participation, openness and accountability in government. Since its founding in 1983, NDI has worked with local partners in 156 countries and territories, bringing together individuals and groups to share ideas, knowledge, experiences, and expertise. Partners receive broad exposure to best practices in international democratic development that can be adapted to the needs of their own countries.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status: *I certify that the sponsor is not a federally registered lobbyist and do not retain or employ a federally registered lobbyist.*

Foreign Agent Registration Status: *I certify that the sponsor is not an agent of a foreign principal and do not retain or employ an agent of a foreign principal.*

Foreign Government Involvement

Foreign Agent Registration Status:

● I certify that the sponsor is not a foreign government.

- ✓ I certify that the sponsor is not an entity that is owned or operated by a foreign government.
- ✓ I certify that the sponsor does not receive funding from a foreign government.

Comments

None Entered

Signature Page

The signature page is below.

Purpose and Details

Provide a brief description of the trip.

NDI will be bringing a high level delegation of international experts in democracy, governance, and international politics on the first of two pre-election assessment missions as part of its overall election monitoring mission for the Georgian 2024 parliamentary elections. This trip is funded solely and exclusively through a cooperative agreement from the United States Agency for International Development. This trip will include briefings on Georgian political developments, and involve meeting with both the President and Prime Minister of Georgia, members of the ruling party, opposition parliamentarians, opposition politicians (not in office), election officials, independent domestic observers, local media organizations, and members of civil society.

Explain how the purpose of the trip relates to your organization's mission.

The delegation will be tasked with assessing the overall electoral environment and the ability of both politicians and citizens to conduct independent and fair political campaigns as well as if any abuses of state resources occur. This trip will play a pivotal role in both observing and reinforcing the democratic processes for Georgian democracy. NDI's programming in Georgia is designed to assess and reinforce the ideals of democratic openness and fair representation of citizens in the political system. This mission will serve both of these objectives as it will allow experts with diverse backgrounds and experiences to oversee the general environment and to report on such activity to allow transparency in the election process.

Is your organization the only sponsor for this trip?

✓ Yes ○ No

Grantmaking Organizations (Optional)

There are no grantmaking organizations.

With or Without Regard for Congressional Participation

The trip is arranged or organized without regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ✓ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing

- ✓ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ✓ No funds or in-kind contributions were 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.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations

- ✓ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

Complete if any of the sponsors is not a §501(c)(3) organizations.

- ○ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip

- ○ The trip is limited to 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
- ○ The trip is limited to 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

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Certification of No Recreational Activity and No Alcohol

- ● Travel expenses paid for will not include expenditures for recreational activities.
- ● Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Invitees

ⓘ Members and staff from the House of Representatives **will not** receive invitations.

The list of invitees is below.

Travel Details

Trip Start Date/Time:		Trip End Date/Time:
02/17/2024 @ 10:30 AM	⇄	02/24/2024 @ 07:15 PM

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

○ Yes ● No

Itinerary

The itinerary is below.

Transportation (Per Member/Officer/Employee: $2,527.90 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Coach	$2,077.90
Note Airfare: Washington DC to Tbilisi, Georgia		
Ground Transportation	N/A	$170.00
Note Airport Ground Transfers: DC - Airport - DC		
Ground Transportation	N/A	$280.00
Note Ground Transport Tbilisi Georgia		

Lodging (Per Member/Officer/Employee: $810.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
02/18/2024	02/24/2024	Radisson Blu Iveria (rate includes breakfast)	Tbilisi	None	Georgia	6	$135.00	No

Meals (Per Member/Officer/Employee: $390.00)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
02/18/2024	$0.00	$25.00	$40.00	$0.00	**$65.00**	Tbilisi	None	Georgia	No
02/19/2024	$0.00	$25.00	$40.00	$0.00	**$65.00**	Tbilisi	None	Georgia	No
02/20/2024	$0.00	$25.00	$40.00	$0.00	**$65.00**	Tbilisi	None	Georgia	No
02/21/2024	$0.00	$25.00	$40.00	$0.00	**$65.00**	Tbilisi	None	Georgia	No
02/22/2024	$0.00	$25.00	$40.00	$0.00	**$65.00**	Tbilisi	None	Georgia	No
02/23/2024	$0.00	$25.00	$40.00	$0.00	**$65.00**	Tbilisi	None	Georgia	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: $0.00)

Expense Type	Amount	Notes

There are no miscellaneous expenses.

Additional Attachments

Document Name

There are no additional attachments.

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

Trip Name: Georgia Pre-Election Assessment Mission

Travel Date(s): Feb. 17 - 24, 2024 (in country Feb. 18 to early morning of the 24th)

Travel Destination(s): Tbilisi, Georgia

Sponsor: The National Democratic Institute for International Affairs (NDI)

Jennifer Ganem — *(printed name of sponsor representative)*

General Counsel — *(title)*

jennifer ganem — *(signature of sponsor representative)*

Jan 12, 2024 — *(date)*

NDI
NATIONAL DEMOCRATIC INSTITUTE

"Democracy is inseparable from human dignity and peace"
– Madeleine K. Albright

U.S. Senate Select Committee on Ethics

220 Hart Building
United States Senate
Washington, DC 20510

RE: Georgia Pre-Election Assessment Mission - Senate Invitees

Dear Select Committee on Ethics:

Through this letter, the National Democratic Institute for International Affairs confirms that the only Member, officer or employee of the Senate that has been invited to the Georgia Pre-Election Assessment Mission is Daniel Gottfried, Legislative and Policy Analyst at the US Senate Foreign Relations Committee.

No other Senate or House Member, officer or employee has been invited or is to attend.

Thank you in advance for your support and consideration,

jennifer ganem

Jennifer Ganem

General Counsel

RE-1 Employee Pre-Travel Authorization

Date/Time Stamp

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.

Name of Traveler:
Daniel Gottfried

Employing Office/Committee:
FOREIGN RELATIONS DEM

Private Sponsor(s):
National Democratic Institute for International Affairs

Destination(s):
Tbilisi, Georgia

Travel Dates:
02/17/2024 to 02/24/2024
NOTE: If you plan to extend the trip for any reason you **must** notify the Committee.

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

Daniel Gottfried covers Europe and Eurasia policy for Chairman Cardin on the Senate Foreign Relations Committee. Georgia is included in Daniel's portfolio of responsibility. Chairman Cardin's priorities in the region include supporting frontline democracies, taking on global corruption, and combatting malign influence. Amid concerns both within and outside Georgia that its October 2024 elections will not be free and fair, numerous civil society groups have urged a long term election observer mission to help support a vulnerable frontline democracy. NDI has developed an itinerary in line with the Chairman's policy objectives in support of Georgia's democracy.

Do you have an accompanying family member or spouse on this trip?
No

Name and Relationship to Traveler:
N/A

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

1/16/24
Date

Daniel Gottfried
Signature of Employee

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

I senator for cardin hereby authorize Daniel Gottfried
(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)

Date 1/18/2022

Signature of Supervising Senator/Officer

Jerry

Jerry Hartz
Chief Government Relations and Communications Officer
National Democratic Institute
455 Massachusetts Avenue, NW
Washington, DC 20001

NDI NATIONAL DEMOCRATIC INSTITUTE

Pre-Election Assessment Mission

Georgia 2024 Parliamentary Elections[1]

February 19-23, 2024 (Mission Days)

PEAM Delegation members are (tentatively): Ann Linde (former Swedish Foreign Minister), Michael Posner (former Assistant Secretary of State for Democracy, Human Rights, and Labor), Per Eklund (former Ambassador of EU Mission to Georgia) and Daniel Gottfried (US SFRC staff)

Saturday, February 17, 2024 (Travel Day)		
	Depart from D.C. - *Mr. Daniel Gottfried departs Washington Dulles Airport (IAD) at 10:30am on Emirates Airlines flight 232*	

Sunday, February 18 (Travel Day)		
	Arrive in Tbilisi and Hotel Check In *Mr. Daniel Gottfried arrives at Dubai airport at 8:15am and leaves Dubai airport at 10:20am on Emirates airlines flight 2202. He arrives in Tbilisi, Georgia at 1:50 pm. He will be brought to the hotel by one of NDI's drivers, who will be waiting at the airport with an NDI sign. NDI staff will be on hand at the airport and hotel to facilitate his logistics.*	*Tbilisi International Airport and Radisson Blu Iveria Hotel, Tbilisi (1 Rose Revolution Square, Tbilisi 0108, phone number +995 32 240 22 00)*

[1] Specific times are subject to change based on specific presenter availability and if any new environmental situations cause a need for increased or decreased focus on a specific area.

Monday, February 19		
07:00-10:00	**Breakfast** *Delegates are invited to enjoy breakfast individually at the designated breakfast venue.*	*Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
10:00-12:00	**Introductions and Briefing with NDI Leadership and Staff** *NDI leadership will provide opening remarks for the observation mission. NDI staff and delegates will introduce themselves. Then, NDI will present an overview of Georgia's current and historical political context, as well as the electoral environment ahead of the 2024 parliamentary elections and past electoral trends. Specifically, it will cover:* - *timeline of political developments;* - *political party backgrounds;* - *public opinion polling; and* - *a meeting by meeting brief.*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
12:00 - 13:00	**Working Lunch** *After the meeting, delegates will have lunch together at the designated lunch venue, either "Umami" or "Filini" restaurants located in the Hotel.* *During Lunch, delegates will discuss impressions of the briefing and identify clarifying questions for part two of the briefing.*	*Lunch Venue - "Umami" "Filini"* *Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
13:00 - 14:30	**Continued Briefing with NDI Leadership and Staff** *NDI will continue to present an overview of Georgia's current and historical political context, as well as the electoral environment ahead of the 2024 parliamentary elections and past electoral trends. Specifically, it will cover:* - *timeline of political developments;* - *political party backgrounds;*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square,*

	- *public opinion polling; and* - *a meeting by meeting brief.*	*Tbilisi*
14:30 - 14:40	**Break/Extra time for the preceding meeting if needed**	
14:40 - 16:00	**Meeting with Domestic Observer Groups** - *Nona Kurdovanidze, Chair of Georgia Young Lawyers' Association (GYLA)* - *Nino Dolidze, Executive Director of International Society for Fair Elections and Democracy (ISFED)* - *Eka Gigauri, Executive Director of Transparency International (TI) Georgia* - *Alexandra Kalatozishvili, Executive Director of Public Movement Multinational Georgia (PMMG)* *Delegates will engage with representatives from leading local civil society organizations monitoring elections in Georgia, including Transparency International - Georgia (TI), the Georgian Young Lawyers Association (GYLA), Public Movement Multinational Georgia (PMMG), and the International Society for Fair Elections and Democracy (ISFED). The objective is to gain insights into the local electoral environment, covering the observation of electronic voting technologies, pre-election and election day observations, as well as exploration of potential challenges faced by these organizations.*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
16:00 - 16:10	**Break/Extra time for extended meetings if needed**	
16:10 - 17:00	**Meeting with Inclusion and Information Integrity Civil Society Organizations (CSOs)** *Delegates will meet with leading local civil society actors that work on issues of marginalized communities and information integrity to better understand the local electoral environment. This will allow the delegation to understand possible issues that the CSOs may encounter in advance of and during election day, as well as challenges in the media, stoking hostility and impacting the election environment.* - *Tamta Mikeladze, Program Director at Social*	*Meeting venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*

	Justice Center - *Mariam Kvaratskhelia, Co-founder/Director at Tbilisi Pride* - *Ana Subeliani, Co-Director at Tbilisi Pride* - *Baia Pataraia, Executive Director of Union Sapari* - *Giorgi Dzneladze, Chair of Coalition for Independent Living* - *Irine Inasaridze, Director of Association Anika* - *Mikheil Benidze, Zinc Network Georgia, Chief of Party* - *Tamar Kintsurashvili, Executive Director at Media Development Fund (MDF)* - *Paata Gaprindashvili, Director/Board Member at Georgia's Reforms Associates (GRASS)*	
17:00 - 17.30	**Break/Extra time for the preceding meeting if needed**	
17:30-18:00	**Travel to the Welcome Dinner Venue** *NDI driver will pick up the delegates and transport them to the dinner venue. The journey is expected to take approximately 30 minutes at most.*	
18:00-20:00	**Working Dinner with NDI Georgia Staff** *NDI Georgia will host a welcome dinner for the delegates at "Rigi Restaurant". The dinner will continue for approximately 1.5 to 2 hours and will be attended by the delegates and NDI Georgia staff.* *During dinner, delegates will discuss impressions from the day's meetings, and attain further insights on the political and programmatic context from NDI Georgia staff.*	*Dinner Venue - RIGI Restaurant* *Address: Saarbrucken Square, 2/7, Tbilisi*
20:00 - 20:30	**Travel back to the Hotel** *After the dinner event, the NDI driver will pick up the delegates and provide transportation back to the Hotel. The journey from the dinner venue to the Hotel is expected to take approximately 30 minutes.*	

Tuesday, February 20		
07:00 - 9:45	**Breakfast** *Delegates are invited to enjoy breakfast individually at the designated breakfast venue.*	*Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
9:45 - 10:45	**Debrief with Delegates and NDI Leadership** *The meeting is aimed at discussing the overall political and electoral environment ahead of 2024 elections, as well as questions that emerged from initial briefings and CSO meetings the day prior.*	*Meeting venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
10:45 - 11:00	**Travel to the Georgian Dream (GD) Party Office** *NDI driver will pick up the delegates from the Hotel at 10:40 and transport them to the Georgian Dream (GD) Party office. The journey from the Hotel to the destination is expected to take approximately 15 minutes at most.*	
11:00-12:00	**Meeting with Representatives from Georgian Dream (GD)** *Delegates will meet with leadership of the current ruling party - Georgian Dream (GD) - in order to discuss the existing political and electoral landscape, underscore support to domestic observer groups, as well as reiterate full commitment to Georgia's democratic and European future.* - *Irakli Ghribashvili and/or* - *Shalva Papuashvili, Speaker of Parliament.*	*Meeting Venue - Georgian Dream Party Office* *Address: Address: Erekle II St, Tbilisi*
12:00-12:15	**Travel back to the Hotel** *NDI driver will pick up the delegates from the Georgian Dream (GD) Party office at 12:00 and transport them back to the Hotel. The journey from the GD office to the Hotel is expected to take approximately 15 minutes at most.*	

12:15 - 12:30	**Break/Extra time for the preceding meeting and travel if needed**	
12:30 - 13:15	**Meeting with the Parliamentary Opposition** *The meeting with Parliamentary Opposition (listed below) will focus on their vision on primary challenges and opportunities ahead of 2024 elections: their assessment of recent and ongoing election-related reforms/changes, primary areas of concern both during the pre-election period and on e-day, such as abuse of state resources, hate speech, violence and intimidation, law enforcement and the judiciary, etc.* - *Ana Natsvlishvili or Salome Samadashvili, Lelo - Partnership for Georgia* - *Khatia Dekanoidze, Eurooptimists* - *Herman Sabo, Girchi* - *Khatuna Samnidze, Reforms Group* - *Tinatin Bokuchava, United National Movement* - *Giorgi Gakharia, For Georgia* - *Aleko Elisashvili, Citizens*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
13:15 - 14:30	**Working Lunch**[2] *After the meeting, delegates will have lunch together at the designated lunch venue, either "Umami" or "Filini" restaurants located in the Hotel.* *During Lunch, delegates will discuss findings from past meetings and plan questions for future meetings.*	*Lunch venue - "Filini" Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
14:30 - 15:30	**Meeting with Non-Parliamentary Opposition** *Similarly to the meeting with Parliamentary opposition, this discussion will focus on hearing the assessment and primary concerns of non-parliamentary opposition (listed below) on existing political and electoral landscape, election framework and administration, as well as on overall campaign environment and electoral playing field.* - *Zurab Japaridze, Girchi-More Freedom* - *Giga Bokeria, European Georgia*	*Meeting venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*

[2] Pending confirmation of availability, lunch on the 20th, 21st or 22nd may be substituted with a working lunch with the US Ambassador to Georgia Robin L. Dunnigan. The protocol office of the Embassy has tentatively indicated one of those times may be available for the delegation.

	- *Anna Dolidze, For People* - *Shalva Natelashvili, Labor Party* - *Eka Beselia, For Justice* - *Nino Burjanadze, Democratic Movement - United Georgia*	
15:30 - 16:00	**Travel to the Government Administration** *NDI driver will pick up the delegates from the Hotel at 15:45 and transport them to the Government Administration. The journey from the Hotel to the destination is expected to take approximately 30 minutes.*	
16:00 - 17:15	**Meeting with the Prime Minister of Georgia, Irakli Kobakhidze** *The meeting will focus on the government's efforts to ensure fair and free election in 2024: recent legislative and administrative changes, as well as coordination mechanisms/efforts between relevant government bodies to ensure rapid response to any possible challenges.*	*Meeting Venue - Government Administration* *Address: 7 Pavle Ingorokva St*
17:15 - 17:30	**Travel back to Hotel** *After the meeting, the NDI driver will pick up the delegates and provide transportation back to the Hotel for dinner.*	
17:30 - 18:00	**Break/Extra time for the preceding meeting and travel time if needed**	
18:00 - 20:00	**Working Dinner with USAID Mission Director Ambassador** *Delegates will meet with the USAID Mission Director John Pennell for a dinner provided by NDI at the Radisson Blu Iveria restaurant Filini on the 2nd floor. NDI Country Director Alan Gillam will join the dinner. The working dinner will provide an opportunity to introduce the goals of the delegation's visit and discuss the overall political and electoral environment in Georgia.*	*Dinner Venue - "Umami" Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*

Wednesday, February 21		
07:00 - 10:00	**Breakfast** *Delegates are invited to enjoy breakfast individually at the designated breakfast venue.*	*Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
10:00 - 10:30	**Debrief with Delegates** *Delegates will have an opportunity to reflect upon the key findings of already held meetings and exchange thoughts about upcoming ones.*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
10:30 - 11:45	**Meeting with Representatives from the Diplomatic Community** *Delegates will meet with representatives from the international community, including US Ambassador, UK Ambassador Mark Clayton, head of EU delegation Ambassador Herczynski, in order to get acquainted with their insights on current political and electoral landscape, as well as possible areas of concerns during the pre-election period or on E-day.*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
11:45 - 12:00	**Coffee Break** *Refreshments will be provided in the Meeting Room N6*	
12:00 - 13:00	**Meeting with Consortium for Elections and Political Process (CEPPS) partners (International Republican Institute (IRI) and International Foundation for Electoral Systems (IFES)) and United States Agency for International Development (USAID)** *Delegates will meet with the heads of IRI (John DiPirro) and IFES (Renata Levovski) together with the USAID Mission Director - John A. Pennel. The discussion will focus on CEPPS partners ongoing and future election-*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square,*

	related programming, their main insights and observations on the political environment, as well as how USAID's partners can further coordinate their election-related efforts.	*Tbilisi*
13:00 - 14:00	**Working Lunch** *After the meeting, delegates will have lunch together at the designated lunch venue, either "Umami" or "Filini" restaurants located in the Hotel.* *During Lunch, delegates will discuss findings from past meetings and plan questions for future meetings.*	*Lunch Venue - "Umami"/"Filini" Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
14:00 - 15:15	**Meeting with Representatives from the Media** *Delegates will meet with TV and online media stakeholders (listed below) to get acquainted with their views on existing media environment and respective legislative framework, possible areas of concern related to media freedom ahead of elections, as well as preconditions for ensuring pluralistic political discussions and enabling citizens to make informed choices.* - *Nino Gomarteli, TV Imedi* - *Nino Nakashidze, Mtavari TV* - *Giorgi Targamadze, Formula* - *Giorgi Gvimradze, Georgian Public Broadcaster (GPB)* - *Levan Kirvalidze, TV Pirveli* - *Paata Salia, Rustavi 2* - *Euronews Georgia* - *Natia Kuprashvili, Alliance of Regional Broadcasters* - *Online media outlets (IPN, netgazeti, civil.ge, tabula, on.ge, Radio Liberty)*	*Meeting Venue - Radisson Blu Iveria Hotel Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
15:15-15:30	**Coffee Break/Extra time for the preceding meeting if needed** *Refreshments will be provided in the Meeting Room N6*	
15:30 - 16:30	**Meeting with Anti-Corruption Bureau**	*Meeting Venue - Radisson Blu Iveria*

	Delegates will meet with the head of the Anti-Corruption Bureau, Razhden Kuprashvili, to receive an introduction to the legal structure of the recently established Bureau. Following the amendments, the newly created Bureau's mandate has shifted, and it oversees the financial activities of citizens' political associations (political parties), electoral subjects, and persons with declared electoral purposes, replacing the previous jurisdiction held by the State Audit Office.	*Hotel Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
16:30 - 17:45	**Executive Time/Extra time for the preceding meeting if needed**	
17:45 - 18:00	**Travel to the Dinner Venue** *NDI driver will pick up the delegates from the Hotel at 17:45 and transport them to the Dinner Venue. The journey from the Hotel to the destination is expected to take approximately 15 minutes at most.*	
18:00-20:00	**Working Dinner** *Delegates will be having a group dinner at Shavi Lomi from 18:00 to 20:00, followed by transportation back to the Hotel provided by NDI driver. The reservation is under NDI's name.* *During dinner, delegates will discuss impressions from the day's meetings and prepare for tomorrow's meetings.*	*Shavi Lomi* *Address: 28 Zurab Kvlividze St, Tbilisi*
20:00 - 20:15	**Travel back to the Hotel** *After dinner, the NDI driver will pick up the delegates and provide transportation back to the Hotel. The journey from the dinner venue to the Hotel is expected to take approximately 15 minutes at most.*	

Thursday, February 22		
07:00 - 10:00	**Breakfast** *Delegates are invited to enjoy breakfast individually at the designated breakfast venue.*	*Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
10:00 - 10:30	**Debrief with Delegates** *Delegates will have an opportunity to reflect upon the key findings of already held meetings and exchange thoughts about upcoming ones.*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
10:30 - 11:00	**Travel to the Central Election Commission (CEC)** *The NDI driver will pick up the delegates from the Hotel at 10:30 and transport them to the Central Election Commission (CEC). The journey from the Hotel to CEC is expected to take approximately 30 minutes at most.*	
.11:00 - 12:00	**Meeting with the Georgian Central Election Commission (CEC)** *Delegates are scheduled to meet with the Chair of the Central Election Commission (CEC), Giorgi Kalandarishvili and the Deputy Chairperson, Giorgi Sharabidze. The purpose of the meeting is to discuss preparations for the parliamentary elections in October 2024. This election will mark the country's first extensive use of electronic voting technologies, with nearly 90% of voters participating by applying verification and vote counting devices. The CEC will be implementing this method on a large scale for the first time. The discussion aims to provide delegates with a comprehensive understanding of the Electronic Voting Technologies*	*Meeting Venue - Central Election Commission (CEC)* *Address: Tbilisi, 138 David Agmashenebeli Alley*

	planned for use in the upcoming elections, along with the preparatory efforts undertaken by the CEC and additional developments within the electoral landscape.	
12:00 - 12:30	**Travel to the Ministry of Internal Affairs** *The NDI driver will pick up the delegates from the Central Election Commission (CEC) at 12:00 and transport them to the Ministry of Internal Affairs (MIA). The journey from the CEC to the Ministry of Internal Affairs is expected to take approximately 30 minutes at most.*	
12:30 - 13:30	**Meeting with the Ministry of Internal Affairs (MIA)** *Delegates will be meeting with the Minister of Internal Affairs, Vakhtang Gomelauri and the Deputy Minister, Aleksandre Darakhvelidze. The purpose of the meeting is to discuss creating a peaceful environment before and on election day, with the aim of safeguarding public order and security. The focus is on ensuring the elections take place in a secure and free atmosphere, aligning with the events organized by the Ministry of Internal Affairs.*	*Meeting Venue - Ministry of Internal Affairs* *Address: 10, G. Gulua str., Tbilisi*
13:30-14:00	**Travel to the Lunch Venue** *The NDI driver will pick up the delegates from the Ministry of Internal Affairs (MIA) at 13:30 and transport them to the lunch venue. The journey from MIA to the destination is expected to take approximately 30 minutes at most.*	
14:00 - 15:30	**Working Lunch** *After the meeting, delegates will have lunch together at the restaurant "The Kitchen", where a reservation is made under NDI's name.* *During Lunch, delegates will discuss findings from past meetings and plan questions for future meetings.*	*Lunch Venue - "The Kitchen" Restaurant, Rooms Tbilisi* *Address: 14 Merab Kostava St, Tbilisi*
15:30 - 16:00	**Travel to the Hotel** *The NDI driver will pick up the delegates and transport them to the hotel. The journey from MIA to the destination is expected to take approximately 30 minutes at most.*	

16:00 - 17:00	**Debrief with Delegates** *Delegates will have an opportunity to reflect upon the key findings of meetings held throughout the day, and prepare for tomorrow.*	*Meeting Venue - Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
17:00 - 18:45	**Executive Time/Extra time for the preceding meeting if needed**	
18:45 - 19:00	**Travel to the Dinner Venue** *The NDI driver will pick up the delegates from the Hotel at 18:45 and transport them to the Dinner Venue. The journey from the Hotel to the destination is expected to take approximately 15 minutes at most.*	
19:00-20:00	**Working Dinner** *Delegates will be having a group dinner at Keto&Kote Lomi from 19:00 to 20:00, followed by transportation back to the Hotel provided by NDI driver. The reservation is under NDI's name.* *During dinner, delegates will discuss impressions from the day's meetings and prepare for tomorrow's meetings.*	*Keto&Kote Restaurant* *Address - Zandukeli Dead End, 3*
20:00 - 20:10	**Travel back to the Hotel** *After the dinner event, the NDI driver will pick up the delegates and provide transportation back to the Hotel. The journey from the dinner venue to the Hotel is expected to take approximately 10 minutes at most.*	

Friday, February 23, 2024		
07:00-10:00	**Breakfast** *Delegates are invited to enjoy breakfast individually at the designated breakfast venue.*	*Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*
10:00-10:15	**Travel to the President's Palace** *NDI driver will pick up the delegates from the Hotel at 15:45 and transport them to the President's Palace. The journey from the Hotel to the President's Palace is expected to take approximately 15 minutes at most.*	
10:15-11:30	**Meeting with the President of Georgia, Salome Zourabichvili** *The delegates will meet with the President Salome Zourabichvili at her Palace to discuss Georgia's general political and electoral environment ahead of the 2024 parliamentary elections.*	*Meeting Venue - Presidential Palace* *Address: 25 Atoneli St, Tbilisi*
11:30 - 11:45	**Travel to the Lunch Venue** *The NDI driver will pick up the delegates from the President's office and transport them to the hotel for lunch. The journey is expected to take approximately 15 minutes at most.*	
11:45 - 12:40	**Working Lunch** *After the meeting, delegates will have lunch together at the designated lunch venue, either "Umami" or "Filini" restaurants located in the Hotel.* *During Lunch, delegates will discuss findings from past meetings and plan questions for future meetings.*	*Lunch Venue - "Umami" "Filini" Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*

12:40 - 13:00	**Travel to the Georgian Dream Party (GD) Office** *The NDI driver will pick up the delegates and provide transportation to the Georgian Dream (GD) office. The journey is expected to take approximately 15 minutes at most.*	
13:00 - 14:00	**Meeting with the Honorary Chair of Georgian Dream Party - Bidzina Ivanishvili** *The delegates will have an opportunity to discuss recent political developments and upcoming election-related issues with Bidzina Ivanishvili, the founder of the Georgian Dream, who returned to politics recently at the 7th party Congress (after three years from his official departure from politics).*	*Meeting Venue - Georgian Dream Party Office* *Address: Address:*
14:00 - 14:20	**Travel to the Hotel** *The NDI driver will pick up the delegates and return them to the hotel. The journey is expected to take approximately 15 minutes at most.*	
14:20 - 16:40	**Final Debrief** *The delegation will have a final debrief to discuss findings from the week and determine areas of focus for the statement.*	*Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*
16:40 - 17:00	**Break/Extra time for the preceding meeting if needed**	
17:00 - 18:30	**Statement Drafting** *The delegates will work together to draft the final PEAM statement, including recommendations for stakeholders.*	*Radisson Blu Iveria Hotel* *Meeting Room - N6* *Address: 1 Rose Revolution Square, Tbilisi*

18:30 -20:00	**Dinner** *The remaining delegates will have dinner at the hotel. Non-US delegates may depart prior to dinner given flight times.*	*Venue - "Umami" / "Filini"* *Radisson Blu Iveria Hotel* *Address: 1 Rose Revolution Square, Tbilisi*

Saturday, February 24, 2024 (Travel Day)		
	Depart from Tbilisi - *Mr. Daniel Gottfried departs hotel with NDI driver for return flight from Tbilisi at 11:55AM to Istanbul, Turkey on Turkish Airlines flight 379.* - *Mr. Daniel Gottfried arrives at Istanbul airport at 1:30 pm and leaves Istanbul at 3:55pm on Turkish Airlines flight 7.* - *Mr. Daniel Gottfried arrives at Washington Dulles Airport (IAD) at 7:15 pm EST.*	