



U.S. House of Representatives COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM [X] 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: Jaya Khetarpal
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify)
3. a. Dates: Departure: 10/02/2022 Return: 10/08/2022
b. Dates at Personal Expense, if any: OR None
4. Departure City: Washington, DC Destination: Panama City Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Center for Democracy in the Americas (CDA)
6. Describe Meetings and Events Attended: See attached agenda.
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: [Handwritten Signature] Date: 11/14/2022

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: Joaquin Castro Date: 11/14/2022

Signature of Supervising Member: [Handwritten Signature]
Version date 3/2021 by Committee on Ethics



U.S. House of Representatives

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 on the trip within ten 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 for the trip: _____
2. Travel Destination(s): _____
3. Date of Departure: _____ Date of Return: _____
4. Name(s) of Traveler(s): _____

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				
Accompanying Family Member				

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: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Email: _____ Telephone: _____

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.



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 website (ethics.house.gov) provides detailed instructions for filling out the form.

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.

- 1. Sponsor who will be paying for the trip:
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:
3. Check only one. I represent that:
a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip:
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:
c. The primary trip sponsor has accepted funds 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.
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. Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: Date of Return:
7. a. City of departure:
b. Destination(s):
c. City of return:
8. Check only one. I represent that:
a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:
b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:
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:
b. I checked 8(c) above but am not offering any lodging:
c. I checked 8(c) above and am offering lodging and meals for one night:
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:



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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 that the statement is true by checking box:* **OR**
 b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education:
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

13. **Answer parts a and b. Answer part c if necessary:**
 a. Mode of travel: Air Rail Bus Car Other (specify: _____)
 b. Class of travel: Coach Business First Charter Other (specify: _____)
 c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:*
15. **Check only one.** I represent that either:
 a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: **OR**
 b. The trip involves events that are arranged specifically *with regard* to congressional participation:
 If "b" is checked:
 1) Detail the cost *per day* of meals (approximate cost may be provided): _____

 2) Provide the reason for selecting the location of the event or trip: _____

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
 Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
 Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
 Hotel Name: _____ City: _____ Cost Per Night: _____
 Reason(s) for Selecting: _____
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:*



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

<input type="checkbox"/> Actual Amounts	Total Transportation	Total Lodging Expenses	Total Meal Expenses
<input type="checkbox"/> Good Faith Estimates	Expenses per Participant	per Participant	per Participant
For each Member, Officer, or Employee			
For each Accompanying Family Member			

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

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

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 that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

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

Signature: _____  _____ Date: _____

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone: _____

Email: _____

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
 1015 Longworth House Office Building, Washington, D.C. 20515
 Phone: 202-225-7103 General Fax: 202-225-7392



U.S. House of Representatives

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 delivered to the Committee at 1015 Longworth or e-mailed to 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: Jaya Khetarpal

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): Rep. Joaquin Castro

Office Address: Rayburn House Office Building, 2241, Washington, DC 20515

Telephone Number: (202) 225-3236

Email Address of Contact Person: jaya.khetarpal@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 e-mail: travel.requests@mail.house.gov.



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Jaya Khetarpal
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Center for Democracy in the Americas (CDA)
3. City and State **OR** Foreign Country of Travel: P a a m a
4. a. Date of Departure: October 2, 2022 Date of Return: October 8, 2022
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, 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.
Jaya Khetarpal serves as the Legislative Assistant and Staff Associate for Representative Joaquin Castro. As the Latin America and immigration policy advisor, this trip will provide Jaya with important information on how to strengthen U.S. collaboration with Panama on key migration and democracy issues.
9. **Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved 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 Joaquin Castro

Date 8/30/22



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

September 21, 2022

Ms. Jaya Rose Khetarpal
Office of the Honorable Joaquin Castro
2241 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Khetarpal:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Panama,¹ scheduled for October 2 to 8, 2022, sponsored by Center for Democracy in the Americas. We note that the government of Panama will be providing in-country transportation.

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 \$415 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.

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>.

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 \$415] 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. Travel provided by a foreign government under the FGDA must also be disclosed on the same form within 30 days after you return from your travel.

If you have any further questions, please contact the Committee’s Office of Advice and Education at extension 5-7103.

Sincerely,



Theodore E. Deutch
Chairman



Michael Guest
Acting Ranking Member

TED/MG:mc

Addendum: House Invitees

Zakiya Carr-Johnson, House Foreign Affairs Committee

Alex Sadler, House Foreign Affairs Committee

María José Espinosa Carrillo, Center for Democracy in the Americas

Dan Restrepo, Open Society Foundation and Emerson Collective

Marshall Fitz, Emerson Collective

Tatiana Brofft, Center for Democracy in the Americas

Felipe Cala Buendía, Open Society Foundation

Sabrina Stein, Open Society Foundation

Ana Macouzet, Emerson Collective

Agenda As it Happened
Confidential
Panama Fact-Finding Trip
 Center for Democracy in the Americas
October 02-07, 2022

Sunday, October 02

- On personal schedule Arrived to Panama
- 1:58pm Arrived to Panama City (PTY) (Jaya Khetarpal and Alex Sadler)
Flight CM 357, Copa Airlines from Washington, Dulles (IAD)
- On personal schedule Transfer to Hotel
- On personal schedule Check-in to hotel and personal time

Monday, October 03

Attire: Summer business attire

- 5:45am Arrived to Panama City (PTY) (Zakiya Carr)
Flight CM 403, Copa Airlines from Washington, Dulles (IAD)
- 7:30am - 9:00am **Trip Framing breakfast discussion with CDA Executive Director, María José Espinosa, and Migration and Protection Consultant, Tatiana Brofft**
Each member of the delegation introduced themselves and explained why they joined. Maria Jose Espinosa and Tatiana Brofft gave an overview of recent developments in U.S.-Panama bilateral relations as it relates to regional migration and recent developments in regional migration more broadly, and discussed the trip itinerary and objectives.

Location: Hotel restaurant
- 9:15am - 10:00am Transfer to meeting
- 10:00am - 11:30am **Meeting with the Panamanian Minister of Foreign Affairs, Erika Mouynes**
The delegation met with Panama's Foreign Ministry to discuss U.S.- Panama bilateral relations; Panama's foreign affairs of interest to U.S. policymakers, including Panama's role on regional migration; and the state of bilateral cooperation with the U.S. on issues of mutual interest.

Location: Ministry of Foreign Affairs, Panama City
- 11:30am - 12:00pm Transfer to lunch

12:00pm - 1:15pm

Lunch.

Location: Nomada Eatery
 Calle Novena, San Felipe, C. 9a Este, Panamá, Panamá

1:15pm - 1:30pm

Transfer to meeting

1:30pm - 2:00pm

Meeting with Panamanian Minister of Government, Janaina Tewaney Mencomo, and Director of the National Office for the Attention of Refugees (ONPAR), Hussein Pitty

The delegation met with Panama's Minister of Government, Viceminister of Government, Juana Lopez, and Director of the National Office for the Attention of Refugees, Hussein Pitty, to learn about Panama's immigration and asylum structure and institutional framework to welcome, manage and integrate the increasingly mixed flow of asylum seekers and migrants, as well as the challenges and opportunities from a domestic perspective.

Location: Ministry of the Interior, Salón la Nacionalidad

2:00pm - 3:30pm

Meeting with local civil society organizations that are partners of the International Organization for Migration (IOM)

The delegation met with migrant organizations and civil society groups working with migrants and asylum seekers in Panama. This conversation gave the delegation an overview of the current services offered for migrants and protection mechanisms in place, introduced the delegation to some obstacles for integration, and provided an opportunity to learn directly from civil society organizations in Panama about their coordination efforts.

Location: Room III, Second Floor, Wyndham Panama Albrook Convention Center, Avenida Roosevelt, Panamá, Panama

3:30pm - 5:00pm

Roundtable with migrants residing in Panama

The delegation met with a group of migrants residing in Panama. This conversation gave the delegation an overview of the challenges people are facing to integrate to Panama and allow them to learn about their resilience strategies, and migration projects. .

Location: Room III, Second Floor, Wyndham Panama Albrook Convention Center, Avenida Roosevelt, Panamá, Panama

5:00pm - 6:00pm

Meeting with the International Organization for Migration (IOM)

The delegation met with IOM staff in Panama City to learn about their coordination and programmatic work focused on migrants who would like to settle in Panama. The meeting also gave an overview of trends, needs and challenges identified by IOM nationally and at the local level.

Location: Room III, Second Floor, Wyndham Panama Albrook Convention Center, Avenida Roosevelt, Panamá, Panama

- 6:00 pm - 6:15 pm Transfer to dinner
- 6:15 pm - 8:00pm **Dinner with Office of the High Commissioner for Human Rights**
 The delegation met with the OHCHR to learn more about current trends, human rights situation, protection gaps, and the legal rights and opportunities for migrants, asylum seekers, and refugees, as well as inter-agency coordination among UN actors.
- Location: Hasaki Sushi Lounge, Wyndham Panama Albrook Convention Center, Avenida Roosevelt, Panamá, Panama
- 8:00pm – 8:30pm Return to hotel

Tuesday, October 04 - Darién Province, Border with Colombia

Attire: Light, long-sleeved clothing, bug spray to avoid mosquito bites, sunblock and comfortable shoes for walking long distances in uneven terrain.

**In Canaan Membrillo we were accompanied by Marta Elida Gordón, Vice Minister, Foreign Relations, Panama*

- 6:00am - 6:30am Breakfast at hotel
- 6:30am - 7:00am Transfer to Hangar Presidencial-Albrook
- 7:00am - 7:30am Bathroom and boarding
- 7:30am - 8:30am Flight from Panama City to Nicanor
 Arrival at Área Mayor Salvador Córdoba (Nicanor)
**Transportation to and from the Darién Province was coordinated by the Ministry of Foreign Affairs*
- 8:30am – 8:45am Transfer from Área Mayor Salvador Córdoba to San Vicente Migrant Reception Center (ground transportation)
- 8:45am – 11:00am **Visit to San Vicente Migrant Reception Center**
 The visit to the San Vicente Migrant Reception Center provided participants with their first opportunity to tour migrant detention and reception facilities and dialogue with migrants and refugees in transit. This visit gave insight firsthand into understanding the protection and migration challenges faced by Panama, its population, and those who transit via the country. Participants had the opportunity to hear from those who staff the reception centers about the center's operations and challenges.
- 11:00am – 11:15am Transfer from San Vicente Migrant Reception Center to Área Mayor Salvador Córdoba (ground transportation)

- 11:15am - 11:45am **Security briefing on safety in an helicopter**
- 11:45am - 12:00pm **Flight from Área Mayor Salvador Córdoba (Nicanor) the Canaán Membrillo Migrant Reception Center**
 The flyover introduced participants firsthand to commonly traversed and treacherous part of many migrants' journey: the Darién Gap, a dense 100-mile-long stretch of mountainous jungle and swamp between Colombia and Panama where rates of sexual and gender based violence are high, environmental dangers abound, and there is a lack of services to aid migrants. The visit to Canaán Membrillo, often one of the first places where refugees and migrants emerge from the Darién Gap and encounter state or humanitarian presence. This experience brought participants to the initial steps of a migrant's journey through Panama, including the availability and reach of humanitarian services.
**Model of travel: Helicopter*
- 12:00pm - 2:00pm **Visit to Canaán Membrillo Community**
 The visit to the Canaán Membrillo provided participants with their first opportunity to see the gateway to Panama for most migrants, understand the humanitarian services offered, visit the primary health post, and dialogue with migrants and refugees in transit. This visit gave insight firsthand into understanding the protection and migration challenges faced by Panama, its population, and those who transit via the country. Participants also had the opportunity to hear from community leaders and service providers about current challenges.
- 2:00pm - 2:15pm Transfer to Área Mayor Salvador Córdoba (Nicanor)
**Model of travel: Helicopter*
- 2:15pm – 2:30pm Transfer from Área Mayor Salvador Córdoba to SENAFRONT First Oriental Brigade
- 2:30pm – 3:45pm Lunch
 Location: SENAFRONT offices in Metetí
- 3:45pm - 4:00pm Transfer to Área Mayor Salvador Córdoba (Nicanor)
- 4:00pm - 5:00pm Return to Panama City, transfer to Hotel
**Transportation to and from the Darién Province was coordinated by the Ministry of Foreign Affairs*

Wednesday, October 05 - Chiriquí Province, Border with Costa Rica

Attire: We recommend bringing light, long-sleeved clothing, bug spray to avoid mosquito bites, sunblock and comfortable shoes for walking long distances in uneven terrain.

5:00am	Leave hotel for Airport
7:00am – 8:00am	Flight from Panama (PTY) to David (DAV) Air Panama 7P670 (Reservation KLTLUJ)
8:00am	Arrival in David, Chirquí
8:00am – 9:00am	Transfer from the airport to the Los Planes Migrant Reception Center <i>*Ground transportation was coordinated by the Ministry of Foreign Affairs and the National Immigration Service (SNM)</i>
9:00am – 11:30am	Visit to the Los Planes Migrant Reception Center in Gualaca, Chiriquí The visit to the Gualaca Migrant Reception Center provided participants with an additional opportunity to tour migrant detention and reception facilities and dialogue with migrants and refugees in transit. It also expanded participants’ understanding of the protection and migration challenges faced by Panama and its population. This visit allowed participants to hear from migrants after they have transited through Panama and are preparing to move onwards. Participants also had the opportunity to hear from those who staff the reception centers about current the center’s operations and challenges.
11:30am - 12:30pm	Transfer to Paso Canoas (Border between Panama and Costa Rica) Participants observed the border with Costa Rica. This is the last stage in migrants transit through Panama. <i>*Ground transportation was coordinated by the Ministry of Foreign Affairs, the National Immigration Service (SNM) and the International Organization for Migration (IOM)</i>
12:30am – 1:30pm	Meeting with the Comisión Permanente para la Protección y Asistencia a Migrantes en Condición de Vulnerabilidad (COPAMI) Participants had the opportunity to learn about the work of COPAMI, a binational coordination mechanism that addresses humanitarian needs along the border. Participants also learned about the commission’s challenges, as they relate to the final steps of migrants’ journeys through Panama. Location: IOM office in Paso Canoas.
1:30pm – 1:45pm	Transfer to lunch
1:45pm - 3:15pm	Lunch with Comisión Permanente para la Protección y Asistencia a Migrantes en Condición de Vulnerabilidad (COPAMI) Participants continued their conversation with members of COPAMI. They discussed migration policy, border enforcement, coordination efforts with Costa Rica, and humanitarian needs along the border.

3:15pm - 4:45pm	Transfer to airport in David
4:45pm - 5:00pm	Check-in for flight
5:45pm – 6:45pm	Flight from David (DAV) to Panama (PTY) AirPanama 7P671 (reservation KLTLUJ)
6:45pm	Arrival in Panama City
6:45pm - 7:15pm	Transfer to Hotel
7:15pm - 8:00pm	Buffer/personal time
8:00pm	Dinner at hotel

Thursday, October 06

Attire: Summer business attire

8:00am – 9:20am	On personal schedule breakfast at hotel
9:20am – 9:50am	Transfer to meeting
10:00am – 11:30am	<p>Meeting with UN Interim Resident Coordinator, Adoniram Sanchez and members of the UN Human Mobility Group</p> <p>The delegation learned about the UN system's efforts to support the Panamanian government in managing the flow, and how partners in the region, especially destination countries such as the US and Canada, should contribute. This meeting also informed participants on the process of implementation of the Los Angeles Declaration on Migration and Protection, as well as potential opportunities for countries to engage in alternative pathways.</p> <p>Location: Room Roberto Samanez, FAO offices, Bldg. 238, second floor, City of Knowledge, Clayton, Panamá</p>
11:30am – 12:00pm	Transfer to lunch
12:00pm - 1:30pm	<p>Lunch discussion with the Pan American Development Foundation (PADF)</p> <p>The delegation met with representatives from PADF to learn about their coordination and administrative efforts in Panama, particularly as it pertains to capacity building of local organizations in Darien. PADF shared their experiences and challenges in coordinating protection measures. This conversation gave the delegation an overview of the current services offered for migrants and protection mechanisms in place, and introduced the delegation to some obstacles and opportunities for regional coordination.</p>

Location: Hotel Holiday Inn, Ave. Omar Torrijos Herrera, Clayton Panama,
Panama Panama 816-2007 PA

1:30pm – 2:00pm

Transfer to meeting

2:00pm - 3:30pm

Meeting with UNICEF

The delegation met with UNICEF representatives to discuss their programming portfolios, reach, and gaps in services, as well as their relationships or coordination efforts with other INGOs and the government's presence on the ground. This meeting helped participants learn about the humanitarian and protection needs of children, current services afforded to them, and current migratory trends.

Location: UNICEF office in Panamá | Calle Alberto Tejada, Ed. 102, Ciudad del Saber

3:30pm - 4:00pm

Transfer to meeting

4:00pm - 5:30pm

Meeting with U.S. Embassy

In this meeting, the group heard from U.S. diplomats about recent developments in U.S.-Panama bilateral relations as it relates to regional migration and the process of implementation of the Los Angeles Declaration on Migration and Protection.

Location: U.S. Embassy in Panama City. Building 783, Demetrio Basilio Lakas Avenue. Clayton, Panama

5:30pm - 6:00pm

Transfer to dinner

6:15pm - 7:30pm

Dinner Meeting with the Hebrew Immigrant Aid Society (HIAS)

The delegation met with a representative from HIAS to learn about a protection sensitive approach to regional migration and how the displacement situation in the region impacts migratory flows. HIAS highlighted the impact of on the ground efforts to provide legal protection, risk management, mental health and psycho-social support, and economic inclusion for people on the move.

Location: Taberna del Canal, Clayton, Ciudad del Saber (A un costado del Hotel Holiday Inn), Panamá

7:30 pm

Return to hotel

Friday, October 07

Attire: Summer business attire

8:30am - 10:30am

Meeting with Doctors Without Borders, MSF

The delegation met with MSF staff in Panama City to learn about their programmatic work, the challenges their operation faces, and their assessment of humanitarian needs nationally and at the local level.

Location: SalSiPuedes, Bristol Hostel, 5th floor

10:30am – 12:00pm Personal time and check-out

12:00pm - 1:30pm **Lunch with Caitlyn Yates**

The delegation met with researcher Caitlyn Yates to learn more about the specific challenges that Haitian and other French and English speaking populations face in Panama. The delegation learned more about anti-black sentiments, protection and service gaps for Haitian, African and Asian migrants and asylum seekers, as well as the discrimination they face.

Location: SalSiPuedes, Bristol Hostel, 5th floor

1:30pm – 2:30pm Personal time

2:30pm – 3:00pm Transfer to airport

6:45pm Depart from Panama City (PTY) on Copa Airlines Flight 488

Saturday, October 08

12:40am Arrive Washington, Dulles IAD on Copa Airlines Flight 488