

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto: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: Jane Scarborough
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: July 25, 2024 Return: July 26, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, D.C. Destination: New York City Return City: Washington, D.C.
5. Sponsor(s), Who Paid for the Trip: The United Nations Foundation
6. Describe Meetings and Events Attended: During the trip, the delegation was able to meet with staff from the United Nations. We attended briefings about conflicts around the world, and were able to visit the United Nations Headquarters and the US Mission to the UN.
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
  - a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - c.  page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*  
b. If not, explain: \_\_\_\_\_

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

Signature of Traveler: \_\_\_\_\_

Date: \_\_\_\_\_

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: Congressman Rich McCormick

Date: 7/29/2024

Signature of Supervising Member: \_\_\_\_\_

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: United Nations Foundation

2. Travel Destination(s): New York, New York

3. Date of Departure: July 25, 2024 Date of Return: July 26, 2024

4. Name(s) of Traveler(s): John-Mark Kolb, Jane Scarborough, Bryan Brody

*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	\$537	\$225	\$213.46	
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: July 27, 2024

Name: Peter Yeo Title: Senior Vice President

Organization: United Nations Foundation

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

Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20003

Telephone: 202-887-9040 Email: pyeo@unfoundation.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto: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: Jane Scarborough

**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: Jane Scarborough

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Representative Rich McCormick

Office Address: 1213 Longworth House Office Building, 15 Independence Ave SE, Washington, D.C. 20515

Telephone Number: (706) 993-0325

Email Address of Contact Person: jane.scarborough@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).


# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Jane Scarborough
2. Sponsor(s) who will be paying or providing in-kind support for the trip: United Nations Foundation
3. City and State **OR** Foreign Country of Travel: New York City, New York
4. a. Date of Departure: July 25, 2024 Date of Return: July 26, 2024  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**
  - (1) Name of Accompanying Family Member: \_\_\_\_\_
  - (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
  - (3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**  
I am a legislative correspondent for Congressman McCormick and he is a member of ~~both~~ the House Foreign Affairs Committee. This trip will provide me with the opportunity to learn more about the United Nations and be a better legislative staffer.
9. **Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**
10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member:  Date: 6/24/24

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

United Nations Foundation

2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*

3. **Check only one.** I represent that:

a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**

b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**

c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): Please see attached.

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

6. Date of Departure: July 25, 2024 Date of Return: July 26, 2024

7. a. City of departure: Washington, DC

b. Destination(s): New York, New York

c. City of return: Washington, DC

8. **Check only one.** I represent that

a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**

b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**

c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
- a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. \_\_\_\_\_
- 

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
  - b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:  
**Please see attached.**
- 
- 

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): \$56
    - 2) Provide the reason for selecting the location of the event or trip: This trip will bring participants to UN Headquarters, which is in New York.

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

Hotel Name: Westin Grand Central City: New York, New York Cost Per Night: \$225  
 Reason(s) for Selecting: Favorable cost and location.

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$507	\$225	\$112
For each Accompanying Family Member			


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

19. **Check only one:**

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

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

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

Signature:  Date: 6/18/2024  
 Name: Peter Yeo Title: Senior Vice President  
 Organization: United Nations Foundation  
 Address: 1750 Pennsylvania Ave NW Suite 300 Washington, DC 20006  
 Email: pyeo@unfoundation.org Telephone: 202-887-9040

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

**UNF Learning Trip to UN Headquarters (July 25-26, 2024)**  
**Answers to Primary Trip Sponsor Form Questions 4 and 12**

**4. Names and titles of all House invitees and explanation of why the individual was invited:**

The following individuals have been invited to participate in this learning trip to UN Headquarters in New York because they work on issues related to U.S. foreign policy, U.S.-UN relations, international organizations, humanitarian assistance, global health, and/or associated subjects.

Adam Safran, Senior Legislative Assistant  
Rep. Sheila Cherfilus-McCormick

Angelle Kwemo, Legislative Assistant  
Rep. Sheila Cherfilus-McCormick

Cam Madsen, Legislative Director  
Rep. Michael McCaul

Dylan Frost, Legislative Director  
Rep. French Hill

Dan Marrow, Legislative Director  
Rep. Kathy Manning

Kayla Williams, Chief of Staff  
Rep. Gregory Meeks

Dharamjeet Singh, Legislative Assistant  
Rep. Gregory Meeks

Gil Thompson, Legislative Assistant  
Rep. Brad Schneider

Michael Weglein, Legislative Assistant  
Rep. Brian Mast

Sid Ravishankar, Deputy Chief of Staff  
Rep. Joaquin Castro

Mark Erste, Legislative Assistant  
Rep. Darrell Issa

Hunt Vandertoll, Legislative Assistant  
Rep. Andy Barr

Molly Joseph, Legislative Director  
Rep. Ann Wagner

John McDonough, Legislative Director  
Rep. Christopher Smith

Brad Decker, Legislative Assistant  
Rep. Keith Self

Leah Nodvin, Legislative Assistant  
Rep. William Keating

Yann Schinazi, Legislative Assistant  
Rep. Susan Wild

Hector Arguello, Legislative Assistant  
Rep. Michael Waltz

Stephanie Pendarvis, Legislative Assistant  
Rep. Joe Wilson

Jane Scarborough, Legislative Correspondent  
Rep. Rich McCormick

Nathan Barker, Legislative Assistant  
Rep. Rich McCormick

Bryan Brody, Deputy Chief of Staff  
Rep. Ronny Jackson

John Stout, Legislative Assistant  
Rep. Tim Burchett

John Lynch, Legislative Director  
Rep. Jim Costa

Tanner Brown, Legislative Assistant  
Rep. Jim Baird

Shine Lee, Legislative Assistant  
Rep. Young Kim

Alec Daman, Legislative Assistant  
Rep. Bill Huizenga

Arian Beckwith, Legislative Director

Rep. John James

Courtney Kaufman, Legislative Assistant  
Rep. Mike Lawler

Sophie Jones, Legislative Assistant  
Rep. Sara Jacobs

Collin Miller, Legislative Assistant  
Rep. Mark E. Green

Anna McDonald, Legislative Assistant  
Rep. Sydney Kamlager-Dove

Jennifer Arnold, Legislative Counsel  
Rep. Greg Stanton

LaTreshia Hamilton, Deputy Chief of Staff  
Rep. Jonathan L. Jackson

Sara Katsnelson, Senior Policy Advisor  
Rep. Brad Sherman

Leah Uhrig, Legislative Director  
Rep. Ted Lieu

Monique Bolsajian, Legislative Assistant  
Rep. Ted Lieu

Matthew McLaughlin, Foreign Policy Advisor  
Rep. Gerald Connolly

Lale Morrison, Chief of Staff  
Rep. Jared Moskowitz

Alex Rogoff, Legislative Assistant  
Rep. Jared Moskowitz

John Mark Kolb, Deputy Chief of Staff  
Rep. Maria Elvira Salazar

Addy Allegretti, Legislative Assistant  
Rep. Warren Davidson

John Castillo, Legislative Assistant  
Rep. Thomas H. Kean Jr.

Sarah Jacobs, Legislative Director  
Rep. Madeleine Dean

Kate Stokes, Legislative Assistant  
Rep. Dina Titus

Delayne Hyatt, Legislative Assistant  
Rep. Nathaniel Moran

Anna Zimmerman, Legislative Assistant  
Rep. Gabe Amo

Angele Griffin, Legislative Assistant  
Rep. Colin Allred

James Barbaccia, Legislative Assistant  
Rep. Scott Perry

Colby Harriman, Legislative Assistant  
Rep. Dina Titus

Mackenzie Fallt, Legislative Director  
Rep. Jason Crow

Rachel Everette, National Security Advisor  
Rep. Jason Crow

Jesse Vonstein, Legislative Director  
Rep. Cory Mills

Gigi Reynonlds, Legislative Director  
Rep. Mario Diaz-Balart

Austin Gage, Legislative Director  
Rep. Hal Rogers

Caroline Bender, Legislative Assistant  
Rep. Juan Ciscomani

Jay Malak, Legislative Assistant  
Rep. Guy Reschenthaler

Ashley Teague, Legislative Assistant  
Rep. Chuck Edwards

Max Harris, Legislative Assistant  
Rep. Grace Meng

Jenn Miller, Legislative Assistant  
Rep. Lois Frankel

Matthew Bishop, Legislative Assistant  
Rep. Jerry Carl

Serena Gobbi, Legislative Director  
Rep. Norma Torres

Jon Carter, Legislative Assistant  
Rep. Maxwell Frost

**12. Description of the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:**

The UN Foundation (UNF) works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. Over the course of this trip, the delegation will meet with several high-level UN and U.S. officials, offering congressional staff an opportunity to learn about multilateral efforts to respond to a number of political, economic, and humanitarian crises. UNF is the primary sponsor of this trip and is organizing all aspects of the program and logistics. UNF handles all outreach to congressional offices and is the contact for planning purposes.

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

July 22, 2024

Ms. Jane Scarborough  
Office of the Honorable Richard McCormick  
1213 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Scarborough:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New York, New York, scheduled for July 25 to 26, 2024, sponsored by United Nations Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

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

Sincerely,

Michael Guest  
Chairman

Susan Wild  
Ranking Member

MG/SW:rp



**UNF Congressional Learning Trip to United Nations Headquarters**

**July 25-26, 2024**

**Thursday, July 25**

3:00pm – 5:48pm Amtrak Acela #2170 to Moynihan Train Hall at Penn Station (NYP)

*Location: Washington Union Station*

5:48pm – 6:30pm Transit via hired shuttle to Westin New York Grand Central

*Pick up: 31st Street*

6:30pm Arrive at Westin New York Grand Central

6:30pm – 6:55pm Executive Time

6:55pm – 7:00pm Transit via foot to Capital Grille

7:00pm – 8:30pm **Working Dinner with Stephane Dujarric, Spokesperson for the United Nations Secretary-General and Robert Skinner, Deputy Director and Chief of Partnerships and Global Engagement, Outreach Division, United Nations Department of Global Communications**

The delegation will have a working dinner with Stephane Dujarric, Spokesperson for the United Nations Secretary-General and Robert Skinner, Deputy Director and Chief of Partnerships and Global Engagement, UN Department of Global Communications to discuss priorities ahead of the 79th Session of the UN General Assembly.

*Location: Capital Grille, 155 E 42nd Street, New York, NY 10017*

8:30pm – 8:35pm Transit via foot to hotel

Overnight Westin New York Grand Central  
212 E. 42nd St, New York, NY 10017

**Friday, July 26**

7:30am – 7:45am Please have your luggage ready and be prepared to check-out prior to breakfast. **BE SURE TO BRING YOUR ID.**

7:45am – 8:30am **Working Breakfast with Andrew Saberton, Deputy Executive**

**Director, UN Population Fund (UNFPA) and Sanjana Quazi, Chief of Section for Europe, Latin America and the Caribbean, Asia and the Pacific, Operations and Advocacy Division, OCHA New York**

**TOPIC: HAITI**

The delegation will meet with Andrew Saberton, Deputy Executive Director, UNFPA and Victoria Saiz-Omenaca, Division Director for Europe, Latin America and the Caribbean, and Asia Pacific, OCHA to learn about the latest political developments in Haiti and how the UN is working, in extremely precarious conditions, to help pregnant women access maternity care and hygiene facilities, as well as providing life-saving healthcare services and psychological assistance to displaced women and girls via integrated mobile clinics, dignity kits, and other assistance measure.

*Location: Westin New York Grand Central, Grand Central A Room (3rd Floor)*

8:30am – 9:00am Transit via car to United Nations Secretariat Building, S-24MM2 (bring luggage with you to load into vehicles)

9:00am – 9:45am **Meeting with Paul Skoczlas, Director, World Food Programme (WFP) New York Office, Allehone Abebe, Senior Policy Advisor, United Nations High Commissioner for Refugees (UNHCR) New York Office, and Alain Ouattara, Section Chief, East Africa, OCHA**

**TOPIC: SUDAN**

The delegation will meet with senior leaders and experts from WFP, UNHCR, and OCHA to learn about the UN's work responding to the unfolding humanitarian crisis in Sudan and its impact on neighboring countries. As of June 2024, almost 9 million people have fled their homes or left Sudan entirely, either to other parts of Sudan or neighboring countries, making Sudan the world's largest displacement crisis and the most significant child displacement crisis, with over 3 million children displaced.

*Location: United Nations Secretariat Building, S-24MM2*

9:45am – 10:30am **Meeting with Delphine Schantz, Director, United Nations Office on Drugs and Crime's (UNODC) New York Office and Fatima Khan, External Relations Officer, World Health Organization (WHO) New York**

**TOPIC: MEXICO**

The delegation will meet with senior leaders from UNODC and WHO to discuss efforts to reduce the trafficking of fentanyl and fentanyl-related substances into the U.S. via the Container Control Programme, as well as global health initiatives designed to address opioid user disorder and its impacts in the U.S. Launched in September 2023 with the support of the Government of Mexico and U.S. Embassy Mexico City, UNODC's Container Control Programme is one of organization's flagship initiatives and is designed to promote legal trade and minimize the use of containers for the trafficking of drugs, precursor chemicals, weapons, wildlife, and counterfeit goods.

*Location: United Nations Secretariat Building, S-24MM2*

10:30am – 11:15am **Victoria Saiz-Omenaca, Division Director for Europe, Latin America and the Caribbean, and Asia Pacific, OCHA and Kristina Zitnanova, Senior Policy Officer, UNHCR**

**TOPIC: UKRAINE**

The delegation will meet with senior leaders from OCHA and UNHCR to learn about the UN's work responding to the humanitarian situation in Ukraine. In Ukraine, the UN is delivering emergency aid and assistance to people across the country and neighboring areas — particularly women, children, elderly people, and those with disabilities. The UN has more than 1,400 UN personnel on the ground across all 24 oblasts in Ukraine.

*Location: United Nations Secretariat Building, S-24MM2*

11:15am – 11:45am **Expert Tour of United Nations Headquarters**

The delegation will receive an expert guided tour of UN General Assembly Hall and the UN Security Council Chamber (meetings permitted), highlighting the history, functions, and impact of each body.

11:45am – 12:00pm **Transfer to United Nations Children's Fund (UNICEF) Headquarters**

12:00pm – 12:45pm **Observe UNICEF Office of Emergency Programmes Operations Centre (OPSCEN); Meeting with Aisha Sabar, Senior Adviser and Team Lead, Public Partnerships, UNICEF and Laurent Dutordoir, Officer-in-Charge and Deputy Director, UNICEF Office of Emergency Programmes**

The delegation will visit UNICEF's Office of Emergency Programmes (EMOPS) and meet with senior UNICEF leaders to learn about UNICEF'S emergency preparedness/response operations across a number

of ongoing crises and how the organization engages in strategic coordination with external humanitarian partners both within and outside the United Nations system. EMOPS coordinates the organization's global support for humanitarian action, including through a security team and the 24/7 Operations Centre (OPSCEN). OPSCEN enhances global real-time situational awareness for risk-informed decision-making, facilitates critical emergency and security information sharing, and supports essential crisis communication. As a central crisis hub, OPSCEN is the first point of contact for UNICEF personnel during emergencies or significant security incidents/events, providing immediate support, referrals, and follow-up.

- 12:45pm – 1:00pm      Transfer to the U.S. Mission to the United Nations
- 1:00pm – 1:50pm      **Working Lunch with Amb. Robert Wood, Alternate Representative of the United States of America for Special Political Affairs in the United Nations; Amb. Carl Paschall, Acting Deputy Permanent Representative of the United States of America to the United Nations; Amb. Chris Lu, Representative of the United States of America to the United Nations for Management and Reform; and Amb. Lisa Carty, Representative of the United States of America to the Economic and Social Council of the United Nations**
- The delegation will have a working lunch with Amb. Robert Wood, Amb. Carl Paschall, Amb. Chris Lu, and Amb. Lisa Carty to discuss U.S. priorities across the UN System.
- Location: U.S. Mission to the United Nations, 799 United Nations Plaza, New York, NY 10017*
- 1:50pm – 2:45pm      Transit via hired shuttle to Moynihan Train Hall at Penn Station (NYP)
- 2:45pm                      Arrive Moynihan Train Hall at Penn Station (NYP)
- 2:45pm – 3:00pm      Prepare for departure
- 3:00pm – 6:00pm      Amtrak Acela #2163 to Washington Union Station
- 6:00pm                      Arrive Washington Union Station