RE-2 Employee Post Travel Disclosure of Travel Expenses

Date/Time Stamp
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2024 MAR 22 AM 9:40

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):
United Nations Foundation

Travel Dates:
02/17/2024 to 02/23/2024

Name of accompanying family member (if any):

Relationship to Traveler:

Expenses

Transportation Expenses	Lodging Expenses	Meals Expenses	Other Expenses (Amount & Description)
$10,891.20	$28.68	$330.67	$30.00

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.

3120124
Date

Caitlyn Stephenson
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.

3120124
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
Meals	$330.67	Charges were lower than estimated.
Transportation	$196.58	Charges for ground transport were lower than estimated.
Lodging	$28.68	Charges for one night in Kurintar were more than estimated (estimated cost was $25 for one night).
Misc. Expenses	$237.00	- USG recommended translators once in-country ($113 per person) - Costs related to visiting UNESCO sites $21.73 per person - Gratuities totaled $61 per person - Expediting service ($12 per person)
Transportation	$10,891.20	At the time of booking, charges were more than the estimated $10,196.

Were there any changes to the pre-approved itinerary?

● Yes ○ No

Explanation: 2/19: Ministry of Health canceled meeting due to Nepalese national holiday. Delegation visited Swayambhunath Mahachaitya; 2/19: UNICEF Rep. called away on business; delegation joined by Dep. Rep. Jee Hyun Rah. FAO Rep. called away on business; delegation joined by Assistant FAO Rep. Binod Saha; 2/20: Lunch location changed to Marriott for ease of transfer to field sites. 2/20: Working dinner location change to Barasinghe; 2/21: For logistical considerations, order of visits changed: Site Visit to Nutrition Center occurred at 10:30am; meeting with Thakre Municipality occurred at 1:30pm; meeting with Village Model Farmer occurred at 3:15pm; 2/21: Working lunch location changed to The Cliffside Resort; 2/21 UNCIEF Rep joined dinner (instead of 2/19); 2/22: To accommodate USG time changes, delegation first visited maternity hospital (9:15am), then met with USG team (11am); lunch change to Nina's Cafe; lunch guests changed to Dep Mission Dir USAID and Health Dir USAID to accommodate travel

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:
Caitlyn Stephenson

Employing Office/Committee:
Sen Gary Peters

Private Sponsor(s):
United Nations Foundation

Destination(s):
Kathmandu and Bagmati Province, Nepal

Travel Dates:

February 16, 2024- February 23, 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.

As Chief of Staff, one of my responsibilities is advising the Senator on a wide range of issues. This trip will examine how the United Nations is working to deliver improved health, nutrition and developmnet outcomes. The trip will include meetings, presentations and first hand experiences to better understand those topics.

Do you have an accompanying family member or spouse on this trip? **Name and Relationship to Traveler:**

☐ (signify "yes" by checking box)

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

2/12/24
Date

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 Gary Peters hereby authorize Caitlyn Stephenson
(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)

2/12/24
Date

Signature of Supervising Senator/Officer

United Nations Foundation: Congressional Learning Trip to Nepal 2024

Caitlyn Stephenson

Title:
Chief of Staff

Employing Office/Committee:
PETERS, GARY

Duty Station:
WASHINGTON,DC

Destination(s):
Kathmandu, Nepal
Chumlingtar, Nepal

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

As Chief of Staff one of the key responsibilities is advising the Senator on a wide range of policy issues. This trip will examine how the UN is working to deliver improved health, nutrition, and development outcomes. The trip will include meetings, presentations and first hand experiences to better understand those topics.

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

Name and Relationship to Traveler:
None

Organization Information

Organization Name
United Nations Foundation

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

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

Address
1750 Pennsylvania Ave NW

Address 2 (Optional)
Public Charity

City, State Zip
Washington, District Of Columbia 20006 United States

Phone Number
2028879040

Organization URL
https://unfoundation.org/

History of Congressional Travel

UNF sponsors domestic and international Congressional trips to bring staff and Members to key locations and countries to showcase the complementary nature of US-UN programmatic work. Since 2011, past destinations have included Bangladesh, Thailand, Tanzania, Cameroon, Rwanda, Ethiopia, Uganda, Kenya, and Malawi.

Educational Activities

UNF is an advocate for the UN, using partnerships, advocacy, constituency-building, and fundraising to raise awareness about the importance of the UN and UN-supported activities. UNF is a public charity focusing on global health issues, including malnutrition, immunization, maternal and child health, and malaria.

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.

During the trip, the delegation will travel to Nepal to observe how the United States and United Nations agencies are working together to improve health outcomes for women and children, with a particular focus on addressing food security and severe acute malnutrition. This learning trip provides an opportunity for the delegation to learn how the UN System is working collaboratively to support Nepal-led efforts to ensure children and their families have every opportunity to lead healthy lives. The delegation will conduct site visits to rural and urban health facilities and sites dedicated to improving and expanding children's access to adequate nutritious diets and deploying micronutrient supplement and micronutrient fortification interventions. The delegation will additionally learn how the UN is helping the country protect vulnerable communities by strengthening its emergency response and natural disaster early warning detection capabilities.

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

The UN Foundation works to educate all Americans, including Members and Staff of the U.S. Congress, on the importance of a strong U.S.-UN relationship, with a particular focus on bilateral and multilateral global health issues such as child health, food security and malnutrition, and malaria. Participants will learn how the UN System is working collaboratively with U.S. Government and Nepal partners on global health interventions addressing food security and severe acute malnutrition.

Is your organization the only sponsor for this trip?

● Yes ○ No

Grantmaking Organizations (Optional)

1. Eleanor Crook Foundation

With or Without Regard for Congressional Participation

The trip is arranged or organized specifically with 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
- ○ 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

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

○ 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

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:
02/16/2024 @ 08:05 PM		02/23/2024 @ 03:55 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: $10,888.00 | Accompanying Family Member: $0.00)

Transportation Type	Class	Amount
Airfare	Business	$10,196.00
Note Roundtrip business airfare		
Ground Transportation	N/A	$692.00
Note Ground car rental for duration of learning trip		

Lodging (Per Member/Officer/Employee: $1,249.00)

Check-In	Check-Out	Facility	City	State	Country	Nights	Cost/Night	Cost Exceed Per Diem
02/17/2024	02/23/2024	Kathmandu Marriott	Kathmandu	None	Nepal	6	$204.00	No
02/20/2024	02/21/2024	Hotel Siddhartha Riverside Resort	Chumlingtar	None	Nepal	1	$25.00	No

Meals (Per Member/Officer/Employee: $518.04)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem
02/18/2024	$35.67	$35.67	$35.67	$0.00	**$107.01**	Kathmandu	None	Nepal	No
02/19/2024	$35.67	$35.67	$35.67	$0.00	**$107.01**	Kathmandu	None	Nepal	No
02/20/2024	$35.67	$35.67	$30.00	$0.00	**$101.34**	Kathmandu; Other	None	Nepal	No
02/21/2024	$30.00	$30.00	$35.67	$0.00	**$95.67**	Other; Kathmandu	None	Nepal	No
02/22/2024	$35.67	$35.67	$35.67	$0.00	**$107.01**	Kathmandu	None	Nepal	No

Reasonable Miscellaneous Expenses (Per Member/Officer/Employee: $30.00)

Expense Type	Amount	Notes
Visa Fees	$30.00	

Additional Attachments

Document Name
There are no additional attachments.

Congressional Learning Trip to Nepal 2024

February 16, 2024 - February 23, 2024

Nepal

United Nations Foundation

Peter Yeo

Senior Vice President

January 8, 2024

Grantmaking Organization Certification Form

Instructions: If a sponsor receives funds from a grantmaking organization, the sponsor must disclose this on the *Private Sponsor Travel Certification Form*, and the grantmaking organization must complete the *Grantmaking Organization Certification Form.* The completed *Grantmaking Organization Certification Form* must be submitted to the Senate Select Committee on Ethics by the trip sponsor at least 30 days prior to the travel departure date.

Grantmaking Organization: Eleanor Crook Foundation

Private Sponsor: United Nations Foundation

Trip Name: United Nations Foundation Congressional Learning Trip to Nepal

Travel Date(s): Feb. 16-23, 2024

Destination(s): Nepal

In compliance with the *Regulations Governing Privately Sponsored Travel*, I certify the following:

- ☑ The grantmaking organization is a § 501(c)(3) organization.
- ☑ The grantmaking organization is not a lobbyist, lobbying firm, or foreign agent, nor an entity that retains or employs a lobbyist or foreign agent.
- ☑ The grantmaking organization provides funds under an established grant program, or in a manner that is otherwise consistent with the mission and practices of the organization.
- ☑ The grantmaking organization is not involved, directly or indirectly, in organizing and conducting the trip. This includes selecting participants for a trip.
- ☑ The grantmaking organization does not directly pay or reimburse travel expenses for any Senate Member, officer, or employee.

Kimberly Cernak	Managing Director
(Printed name of grantmaking organization representative)	*(Title)*
Kimberly Cernak	Jan. 5, 2024
(Signature of grantmaking organization representative)	*(Date)*

UN Foundation Learning Trip to Nepal 2024
Answers to PSTCF Question: List of All Senate Invitees

Alison MacDonald, Chief of Staff
Sen. Jean Shaheen (D-NH)

Toni-Marie Higgins, Chief of Staff
Sen. John Boozman (R-AR)

Mindi Linquist, Chief of Staff
Sen. Patty Murray (D-WA)

Reema Dodin, Chief of Staff
Sen. Brian Schatz (D-HI)

Emily Leviner, Chief of Staff
Sen. Deb Fischer (R-NE)

Clay Armentrout, Chief of Staff
Sen. Katie Britt (R-AL)

Kalina Thompson, Chief of Staff
Sen. Tammy Duckworth

Larry Burton, Chief of Staff
Sen. Dan Sullivan

Jennifer Cox, Chief of Staff
Sen. Mark Kelly (D-AZ)

John Connell, Chief of Staff
Sen. Todd Young (R-IN)

Michelle Altman, Chief of Staff
Sen. James Lankford (R-OK)

Matt VanKuiken, Chief of Staff
Sen. Debbie Stabenow (D-MI)

Sarah Benzing, Chief of Staff
Sen. Sherrod Brown (D-OH)

Amy Friedman, Chief of Staff
Sen. Michael Bennet (D-CO)

Jess Fassler, Chief of Staff
Sen. Kirsten Gillibrand (D-NY)

Carlos Sanchez, Chief of Staff
Sen. Ben Ray Lujan (D-NM)

Mark Libell, Chief of Staff
Sen. Raphael Warnock (D-GA)

Alexandra Golden, Chief of Staff
Sen. Peter Welch (D-VT)

Tony Eberhard, Chief of Staff
Sen. John Hoeven (R-ND)

Jennifer Heins, Chief of Staff
Sen. Chuck Grassley (R-IA)

Pat Souders, Chief of Staff
Sen. Richard Durbin (D-IL)

Dylan Laslovich, Chief of Staff
Sen. John Tester (D-MT)

Ken Reidy, Chief of Staff
Sen. Tammy Baldwin (D-WI)

Caitlyn Stephenson, Chief of Staff
Sen. Gary Peters (D-MI)

Kaleb Froehlich, Chief of Staff
Sen. Lisa Murkowski (R-AK)

Richard Perry, Chief of Staff
Sen. Lindsey Graham (R-SC)

J.T. Jezierski, Chief of Staff
Sen. Shelley Moore Capito (R-WV)

Christopher Lynch, Chief of Staff
Sen. Benjamin Cardin (D-MD)

Mike Henry, Chief of Staff
Sen. Tim Kaine (D-vA)

Matt Miltenberger, Chief of Staff

Sen. Pete Ricketts (R-NE)

Neri Martinez, Chief of Staff
Sen. Tim Scott (R-SC)

Allison Herwitt, Chief of Staff
Sen. Chris Murphy (D-CT)

Carly Vandergrift, Chief of Staff
Sen. Jeff Merkley (D-OR)

Steve Abbott, Chief of Staff
Sen. Susan Collins (R-ME)

Tricia Russell, Chief of Staff
Sen. Chris Van Hollen (D-MD)

Tom Brandt, Deputy Chief of Staff
Sen. Jerry Moran (R-KS)

Kelsey Becker, Deputy Chief of Staff
Sen. Tammy Duckworth (D-IL)

UNITED NATIONS FOUNDATION

January 16, 2024

Dear Caitlyn,

On behalf of the United Nations Foundation, I'm happy to invite you to join a congressional learning trip that will examine how the UN is working to deliver improved health, nutrition, and development outcomes in Nepal.

Although Nepal's Global Hunger Index score has significantly improved over the past two decades—now ranking 81st out of 121—the country still has considerable health and nutrition challenges. Today, 25% of all children under the age 5 in Nepal are stunted, 8% are wasted, and 19% are underweight. Additionally, while the prevalence of stunting in the country has declined by nearly half since the mid-1990s, Nepal has less than seven years to further reduce stunting to 15% and wasting to 4% if it is going to meet the health targets set out in the UN's Sustainable Development Goals. Despite substantive progress, these hurdles, and interconnected environmental and economic root causes, have made Nepal's burden of malnutrition the highest among all low-income South Asian countries.

Over the course of four days, we will see how the UN System is working collaboratively to support Nepal-led efforts to ensure children and their families have every opportunity to lead healthy lives. The delegation will spend time in Kathmandu, meeting with the UN Resident Coordinator, U.S. Ambassador to Nepal, and the various officials from the Government of Nepal.

We will then travel into the field, meeting with colleagues from USAID, UNICEF, World Food Programme, the Food and Agriculture Organization, the International Fund for Agricultural Development, and more that are working on-the-ground to combat malnutrition and reach food insecure populations—including by improving and expanding children's access to adequate nutritious diets and the deploying micronutrient supplement and micronutrient fortification interventions. We will additionally learn how the UN is helping the country protect vulnerable communities by strengthening its emergency response and natural disaster early warning detection capabilities. You will also have the opportunity to meet with community health workers, technical experts, public health NGOs, and families who have benefitted from U.S. and UN investments.

Trip participants will depart from Washington Dulles International Airport (IAD) on the evening of Friday, February 16, 2024, and return to IAD on the evening of Friday, February 23, 2024.

We would be honored if you would consider joining us for this unique learning opportunity. If you are interested in joining, please let us know as soon as possible.

Best regards,
Jess Pavel

Director, Global Health Advocacy
United Nations Foundation

UNF Congressional Learning Trip to Nepal
February 16-23, 2024

All Times Local
+10h 45m hours from Washington, DC

Friday, February 16 --- Travel

Attire: Casual.

8:05pm	Depart Dulles International Airport (IAD) on Qatar Airways QR708 *Flight time 12h 35m*

Saturday, February 17 --- Travel

Attire: Casual

4:40pm	Arrive Hamad International Airport (DOH) *Layover 1h 20m*
6:00pm	Depart DOH on Qatar Airways QR644 *Flight time 4h 15m*

Sunday, February 18 --- Travel/Arrival

Attire: Casual/Business Casual.

1:00am	Arrive Tribhuvan International Airport (KTM)
1:45am	Travel via hired car to Kathmandu Marriott Hotel
1:45am – 2:00am	Check-in to hotel
10:00am – 11:00am	Breakfast at the hotel
11:00am – 11:45am	Transit via hired car to Durbar Square
11:45am – 3:45pm	**Visit Patan Durbar Square and Working Lunch with Michael Croft, Head of Office and Representative to Nepal, United Nations Educational, Scientific and Cultural Organization (UNESCO)** The delegation will visit Patan Durbar Square and meet with Michael

Croft, Head of Office and UNESCO Representative to Nepal, to learn how UNESCO, in addition to helping Nepal protect and leverage its rich cultural heritage, is working collaboratively to advance the Sustainable Development Goals, including by integrating living heritage into school teachings; promoting media and information literacy; and enhancing Nepal's creative industries by empowering youth, women, and indigenous marginalized communities.

Situated 5km southeast of Kathmandu valley, Patan is considered the oldest among the three cities of Kathmandu valley and enclosed by four stupas erected by Emperor Ashoka in 3rd century BC. Durbar Square (which translates to "palace" or "a court held by a prince") is an important site for Buddhist and Hindu rituals, holy ceremonies, royal events, and kingly coronations. Designated a UNESCO World Heritage site in 1979, Patan is well known for its artistic culture and home to what many consider one of the best museums in Asia.

Heavily impacted by the devastating 2015 earthquakes, Patan Durbar Square has been largely rebuilt. In 2019, U.S. Embassy Kathmandu awarded a $150,000 grant to the Kathmandu Valley Preservation Trust (KVPT) to support the conservation and seismic strengthening of 18th-Century Octagonal Krishna Temple in at Patan Durbar Square, which was built in 1723 A.D The project stabilized, seismically strengthened, and supported urgent restoration work needed to conserve the temple. As part of the Kathmandu Valley Preservation Trust's (KVPT) five-year earthquake response campaign, the project employed local artisans to restore this historic stone structure using the highest international standards.

Location: Patan Durbar Square

Anticipated Speakers in Attendance: Michael Croft, UNESCO Representative to Nepal

3:45pm – 4:00pm Transit via hired car to Kathmandu Marriott Hotel

4:00pm – 7:00pm Executive Time

7:00pm – 8:30pm **Working Welcome Dinner with Ms. Hanaa Singer-Hamdy, UN Resident Coordinator in Nepal and Deputy Chief of Mission Jason**

Meeks, U.S. Embassy Kathmandu

The delegation will have a working dinner with Ms. Hanna Singer-Hamdy, UN Resident Coordinator in Nepal and Mr. Jason Meeks, Deputy Chief of Mission Jason Meeks, U.S. Embassy Kathmandu to discuss the UN and US work in Nepal around major nutrition, health, and development work in preparation for the week's programming. In addition, to discuss the partnership between the U.S. and UN systems in providing health and nutrition services in Nepal. We will, additionally, review the agenda and clarify any outstanding questions.

Location: Kathmandu Marriott Hotel

Anticipated Speakers in Attendance: UN Resident Coordinator Ms. Hanaa Singer-Hamdy; Stine Heiselberg, Head of United Nations Resident Coordinator's Office, Nepal; Deputy Chief of Mission Jason Meeks, U.S. Embassy Kathmandu

Overnight — Kathmandu Marriott Hotel
Manakamana Marg, Kathmandu 44600, Nepal
+977 1-5970300

Monday, February 19 --- Kathmandu

Attire: Business.

7:00am – 7:45am Breakfast at hotel

7:45am – 8:30am Transit via hired car to UN House

8:30am – 10:00am **Meeting with UN Country Team**

The delegation will meet with the UN Country Team to contextualize the nutrition and food security challenges in Nepal and provide a general overview of how the UN works together, and actively partners with the Government of Nepal and the U.S., to advance the Sustainable Development Goals.

Location: UN House, Harihar Bhawan Marg 104, Lalitpur 44600, Nepal

Anticipated speakers in attendance: UN RC Hanaa Singer-Hamdy; Carolin Spannuth Verma, UNHCR Representative; Helene Fors, Chief of Mission, UN International Organization for Migration (IOM); Kormal Karki, Country Manager (ad interim), UNOPS; Ulrich Meiser; Head of Office, UNODC

10:00am – 10:30am Transit via hired car to Nepal Ministry of Health and Population

10:30am – 11:30am **Meeting with Hon'ble Mohan Bahadur Basnet, Minister of Health and Population**

The delegation will meet with Mr. Hon'ble Mohan Bahadur Basnet, Minister of Health and Population to discuss how the Government of Nepal is working to implement its comprehensive nutritional strategies across the country, including by deworming children, expanding vitamin A and iron folate supplementation, and providing nutritional education and counseling. Alice Akunga, UNICEF Representative to Nepal and Won Young Hong, UNFPA Country Representative for Nepal will also join to provide additional context and answer any programming questions the delegation may have.

Location: Nepal Ministry of Health and Population, M8WC+76W, रामशाह पथ, Kathmandu 44600

Anticipated speakers in attendance: Mr. Honorable Mohan Bahadur Basnet, Minister of Health and Population; Alice Akunga, UNICEF Representative to Nepal; Won Young Hong, UNFPA Country Representative for Nepal

11:30am – 12:00pm Transit via hired car to Nepal Center for Disaster Management

12:00pm – 1:00pm **Meeting with Anil Pokhrel, Chief Executive, National Disaster Risk Reduction and Management Authority**

The NDRRMA in Nepal plays a pivotal role in addressing the country's vulnerability to various natural and human-made disasters. It is responsible for coordinating disaster risk reduction and management efforts across the nation. Nepal, situated in a seismically active region with a diverse topography, faces a range of hazards, including earthquakes, floods, landslides, and avalanches. As such, the NDRRMA's

role is of utmost importance in safeguarding the lives and property of the people of Nepal.

The NDRRMA was established to consolidate and strengthen the country's disaster management efforts. Its formation was prompted by the devastating earthquake that struck Nepal in April 2015, which highlighted the need for a more coordinated and robust approach to disaster preparedness and response. Prior to the establishment of the NDRRMA, disaster management in Nepal was fragmented, with various government agencies and organizations working independently.

Location: NDRRMA, M8XF+P68, Hemanta Marg, Kathmandu 44600, Nepal

Anticipated speakers in attendance: Anil Pokhrel, Chief Executive, NDRRMA

1:00pm – 1:30pm Transit via hired car to Chez Caroline

1:30pm – 3:00pm **Working Lunch with Ms. Alice Akunga, UNICEF Representative to Nepal; Mr. Robert Kasca, World Food Programme (WFP) Representative in Nepal & Country Director; Mr. Ken Shimizu, UN Food and Agriculture Organization (FAO) Representative in Nepal**

The delegation will have a working lunch with UN colleagues from UNICEF, WFP and FAO to learn how the UN is supporting the Government of Nepal in addressing malnutrition and food security challenges, while enabling the government to strengthen its own response and intervention mechanisms, including how the UN, with financial support from the European Union, has supported the Government of Nepal in the implementation of its Multi-Sector Nutrition Plan (MSNP-II), which was completed in 2022.

Nepal is one of the most food insecure countries in Asia. Estimates suggest that approximately 38% of the country's population does not consume enough food and is undernourished. In recent years, the combination of climate-related disasters, high food prices, and low economic growth has resulted in higher food insecurity in the most vulnerable communities, particularly in Western Nepal. The mid-Western

Mountain regions have some of the worst hunger rates in the world, highlighting the spatial differences in vulnerability across the country.

Location: Chez Caroline, Baber Mahal Revisited, Tanka Prasad Ghumti Sadak

Anticipated Speakers in Attendance: Alice Akunga, UNICEF Representative to Nepal; Mr. Robert Kasca, World Food Programme Representative in Nepal & Country Director; Mr. Ken Shimizu, UN Food and Agriculture Organization (FAO) Representative in Nepal

3:00pm – 3:30pm Transit via hired car to hotel

3:30pm – 6:30pm Executive Time

6:30pm – 7:00pm Transit via hired car to The Dwarika's Hotel

7:00pm – 8:30pm **Working Dinner with Julien Chevillard UNDP Deputy Resident Representative for Nepal; Binda Magar, UNDP Governance Specialist; and Patricia Fernandez-Pacheco UN Women Country Representative**

The delegation will have a working dinner with UNDP Deputy Resident Representative, UNDP Governance Specialist, and Patricia Fernandez-Pacheco, UN Women Country Representative to learn how UNDP and UN Women are supporting Nepal's historic and ongoing transition to federalism.

Nepal enacted a new constitution in 2015 that established the country as a federal democratic republic with three tiers of government – local, provincial and federal. The decision was a historic move, shifting the country from a unitary form of government to a federal system, creating 753 local levels, seven provincial governments, and one federal government. This shift provides opportunities to decentralize development benefits and make service delivery more effective and accountable. At the same time, state restructuring on this scale is unchartered territory for Nepal and ensuring a smooth transition is a daunting task. Jurisdictional overlap among the three tiers of government, lack of clarity and coherence between policies and devolved powers, reducing duplication of efforts,

and creating government capacity are key challenges to Nepal's successful transition to federalism.

Location: The Dwarika's Hotel, Restaurant
Krishnarpan Battisputali Rd, Kathmandu 44604, Nepal

Anticipated Speakers in Attendance: Julien Chevillard, UNDP Deputy Resident Representative for Nepal; Binda Magar, UNDP Governance Specialist; and Patricia Fernandez-Pacheco UN Women Country Representative

8:30pm – 8:45pm Transit via hired car to hotel

Overnight Kathmandu Marriott Hotel
Manakamana Marg, Kathmandu 44600, Nepal
+977 1-5970300

Tuesday, February 20 --- Kathmandu/Travel/Kurintar

Attire: Business Casual//Field Dress.

6:30am – 7:45am Breakfast at leisure; depart with overnight bag for field visit

7:45am – 8:00am Transit via hired car to Nepali Army HQ Office

8:00am – 8:30am Check-in, security protocols

8:30am – 10:00am **Opening Ceremony of UN Multinational Peacekeeping Training Exercise**

The delegation will attend the opening ceremony of the 4th Multinational Peacekeeping Training Exercise, a 2-week training exercise organized by the Nepali Army to improve the professional efficiency and mutual coordination capacity of the forces participating in UN peacekeeping operations. The exercise is being conducted with the support of the U.S.'s Global Peace Operation Initiative (GPOI) and will comprise over 1,000 soldiers from more than 20 countries, including the U.S., UK, Nepal, South Korea, Indonesia, Ghana, Vietnam, and Uruguay.

The delegation's participation will deepen their understanding of Nepal's and the United States' vital contributions to UN Peace Operations, as well

as how UN Peace Operations are resourced and supported by Troop Contributing Countries.

Location: Nepali Army HQ, M8W8+XJM, Bhadrakali Marg, Kathmandu 44600, Nepal

Anticipated Participants: Rob Greene, Major, US Army, Chief, Office of Defense Cooperation, Embassy of the United States of America, Kathmandu, Nepal; Representatives from U.S. Embassy

10:00am – 10:30am Transit via hired car to Tribhuvan International Airport

10:30am – 12:00pm **Visit UN Humanitarian Staging Area, Kathmandu**

Established in 2015, the UN Humanitarian Staging Area (HSA) at Tribhuvan International Airport (KTM) is the first of its kind, established as a part of the efforts from the government and concerned development partners and UN agencies to facilitate strategic response in the event of any mega-scale disaster emergency, such as in earthquake, floods and landslide.

The Ministry of Home Affairs, Civil Aviation Authority Nepal and World Food Programme (WFP) set up the area inside the TIA premises with support from UK Aid and Department for International Development (DFID). The HSA safely stores food, emergency logistics, first aid, medicines along with telecommunication and electrical materials to be used in an event of a major disaster.

Location: Tribhuvan International Airport, Ring Rd, Kathmandu 44600, Nepal

Anticipated Participants: Robert Kasca, Country Director and Representative, World Food Programme Nepal (WFP)

12:00pm – 12:30pm Transit via hired car to lunch

12:30pm – 2:00pm **Lunch with delegation en route to Kurintar**

Location: Chez Caroline, Baber Mahal Revisited, Tanka Prasad Ghumti Sadak

2:00pm – 6:00pm Transit via hired car to Kurintar

6:00pm – 6:15pm **Check-in to Hotel Siddhartha Riverside Resort**

Location: Chumlingtar Darechowk, Chumlingtar 44200, Nepal

6:15pm – 7:30pm Executive Time

7:30pm – 9:30pm **Working Dinner with USAID and UN in Kurintar**

The delegation will have a working diner with USAID and UN to learn about the impact of coordinated USG and UN nutritional programming in Kurintar, the partnership between USG and multilaterals in maternal and child nutrition support, and the complexities of implementation. This working dinner will be an opportunity to help the delegation understand a multi-sectoral approach to implementing community programs, which, in addition to improving nutrition outcomes, are increasing access to family planning services and improving maternal, newborn, and child health services and water sanitation and hygiene practices.

Location: Hotel Siddhartha Riverside Resort

Anticipated Participants in Attendance: Debendra Adhikari, USAID Nepal; Radhika Shrestha, USAID Nepal; Alvaro Nieto Martin, Partnership Officer, United Nations Resident Coordinator's Office; Jee Hyun Rah, Deputy Representative UNICEF Nepal; Phulgendra Singh, Nutrition Specialist, UNICEF Nepal; Melkamnesh Alemu Nigussie, Nutrition Chief, UNICEF Nepal

Wednesday, February 21 --- Kurintar/Travel/Kathmandu

Attire: Field Dress.

8:00am – 9:00am Breakfast at hotel

9:00am – 9:45am Transit via hired car to Jogimara Health Facility, Benighat Rorang Rural Municipality Dhading

9:45am – 10:45am **Visit to Jogimara Health Facility, Benight Rorang Rural Municipality**

The delegation will visit a health facility in Benight Rorang Rural Municipality, which is supported by USAID Suaahara II, where malnourished children receive treatment and caretaker and mothers receive health education and counseling services. The delegation will be able to observe the facility that provides treatment to malnourished children and also interact with health care providers and caretakers of the children receiving treatment at the facility.

Location: Jogimara Health Facility, RM4X+HRV, Jogimara 45100, Nepal

Anticipated Speakers in Attendance: Radhika Shrestha, USAID Nepal; Debendra Adhikari, USAID Nepal; Alvaro Nieto Martin, Partnership Officer, United Nations Resident Coordinator's Office; Jee Hyun Rah, Deputy Representative UNICEF Nepal

10:45am – 12:00pm Travel to Thakre Rural Municipality, Dhading

12:00pm – 1:00 pm **Discussion with Thakre Rural Municipality Chair, Deputy Chair, Chief of Health Section, and Members of Nutrition and Food Security Steering Committee**

The delegation will have a roundtable discussion with the Chair of Thakre Rural Municipality, vice chair and members of the Nutrition and Food Security Steering Committee of the Thakre Rural Municipality, Dhading. This is an opportunity to hear from the multisectoral nutrition stakeholders and local government authorities on how various stakeholders are coordinating health and nutrition activities throughout the Rural Municipality.

Since 2012, USAID has been supporting the Government of Nepal in implementing the Multi-sectoral Nutrition Plan, including supporting the establishment of Nutrition and Food Security Steering Committee in 389 municipalities.

Location: Office of Thakre Rural Municipality, Mahadevbesi, Dhading

Anticipated Speakers: Ram Kumar Acharya Chair of Thakre Municipality, Chief of Health Section

1:00pm – 1:15pm Transit via hired car to Naubise

1:15 pm – 2:00 pm **Working Lunch with USAID Nutrition Team**

The delegation will have a working lunch with USAID and UN colleagues based in Kurintar to discuss observations from the field and answer any questions that came up throughout the morning site visits.

Location: Simple Resto & Lodge, P593+P26, Prithvi Hwy, Naubise 45100, Nepal

Anticipated Speaker in Attendance: Debendra Adhikari, Senior Nutrition Specialist, USAID Nepal; Alvaro Nieto Martin, Partnership Officer, United Nations Resident Coordinator's Office

2:00pm – 2:15 pm Transit via hired car to Dhunibesi Municipality, Ward Number 9

2:15 pm – 3:00 pm **Meeting with Village Model Farmer, Female Community Health Volunteer, and Health Mothers' Group**

The delegation will observe a health mothers' group meeting attended by caretakers and female community health volunteers, during which they will learn about their work in the community, including health counseling and nutrition services they provide in the area.

Additionally, the delegation will have an opportunity to meet with a smallholder village model farmer from a marginalized community. In the Dhunibesi Municipality ward number 9, the delegation will additionally interact with mother group members, and learn how the group has helped improve nutrition, as well as the income of the marginalized groups in the community.

Location: Dhunibesi Municipality ward number 9, Khanikhola, Dhading

Anticipated Speakers: Radhika Shrestha, USAID Nepal; Debendra Adhikari, USAID Nepal; women involved in the mother's group; Alvaro Nieto Martin, Partnership Officer, United Nations Resident Coordinator's Office; Jee Hyun Rah, Deputy Representative UNICEF Nepal

3:00pm – 3:15pm Transit via hired car to Naubise Health Facility

3:15pm – 4:00pm **Site Visit to Naubise Health Facility and Nutrition Rehabilitation Center**

The delegation will observe a health facility and nutrition rehabilitation center, which provides basic health services, including critical nutrition services, to the community. During the site visit, the delegation will interact with frontline health workers who are involved in providing nutrition services for severely acute malnourished children and the partnership between USG and UN in support of child health.

Location: P593+FQP, Naubise 45100, Nepal

Anticipated Speakers in Attendance: Debendra Adhikari, USAID Nepal; Alvaro Nieto Martin, Partnership Officer, United Nations Resident Coordinator's Office; Jee Hyun Rah, Deputy Representative UNICEF Nepal; Phulgendra Singh, Nutrition Specialist, UNICEF Nepal; Melkamnesh Alemu Nigussie, Nutrition Chief, UNICEF Nepal

4:00pm – 6:00pm Transit via hired car to Kathmandu Marriott Hotel

6:00pm – 7:00pm Executive Time

Location: Kathmandu Marriott Hotel, Manakamana Marg, Kathmandu 44600, Nepal

7:00pm – 7:30pm Transit via hired car to Dwarika's Hotel

7:30pm – 9:00pm **Working Dinner with Dr. Rajesh Sambhajirao Pandav, WHO Representative to Nepal and Won Young Hong, UNFPA Country Representative for Nepal**

The delegation will have a working dinner with Dr. Rajesh Sambhajirao Pandav, WHO Representative to Nepal and Won Young Hong, UNFPA Country Representative for Nepal to learn how WHO, UNFPA, and other UN partners are supporting the Government of Nepal towards achieving better health for all people.

Nepal's new Constitution institutionalizes that every citizen shall have the right to free basic health services from the State, no one shall be deprived of emergency health services, and that every citizen shall have equal access to health services. The Nepal Health Sector Strategy (NHSS) 2015–2020 is built on the idea that health is an integral and indivisible part of

the nation's socioeconomic development and investment in health is fundamental to further national development.

Location: The Dwarika's Hotel, Restaurant Krishnarpan
Battisputali Rd, Kathmandu 44604, Nepal
+977 1-4579488

Anticipated Speakers in Attendance: Dr. Rajesh Sambhajirao Pandav, WHO Representative to Nepal and Won Young Hong, UNFPA Country Representative for Nepal

9:00pm – 9:15pm Transit via hired car to hotel

Overnight Kathmandu Marriott Hotel
Manakamana Marg, Kathmandu 44600, Nepal
+977 1-5970300

Thursday, February 22 --- Kathmandu

Attire: Business Casual/Casual.

8:00am – 8:45am Breakfast at the hotel

8:45am – 9:00am Transit via hired car to U.S. Embassy Kathmandu

9:00am – 10:00am **Meeting with Amb. Dean Thompson and Mr. Jason Meeks, U.S. Deputy Chief of Mission (DCM), U.S. Embassy Kathmandu and the U.S. Country Team**

The delegation will meet with Amb. Thompson and Mr. Jason Meeks, U.S. Deputy Chief of Mission and the U.S. Country Team to discuss U.S.-Nepal relations and provide an overview of bilateral and multilateral support for nutrition and health efforts in Nepal.

Location: U.S. Embassy Kathmandu
Maharajgunj, Kathmandu, Nepal
+977 1-423-4000

Anticipated Speakers in Attendance: Amb. Dean Thompson; Jason Meeks, U.S. Deputy Chief of Mission (DCM), U.S. Embassy Kathmandu; U.S. Country Team

10:00am – 10:15am Brief Coffee Break at U.S. Embassy Kathmandu

10:15am – 10:45am Transit via hired car to Paropakar Maternity and Women's Hospital

10:45am – 11:45am **Visit Paropakar Maternity and Women's Hospital**

The delegation will visit Paropakar Maternity and Women's Hospital in Kathmandu. The hospital, which was established in 1959 and is the largest maternity hospital in the country, currently has 415 beds and provides care to approximately 25,000 pregnant women annually. The delegation will conduct a site visit at the hospital and meet with doctors, nurses, and mothers. The delegation will also visit the Newborn Intensive Care Unit, home to Nepal's first-ever Human Milk Bank, which opened in August 2022. The NICU provides premature, low birthweight and other at-risk infants access to the life-saving benefits of breastmilk.

The delegation will also be briefed on how the hospital benefits from Nepal's Multi-Sector Nutrition Plan (MSNP), which seeks to improve maternal, adolescent, and child nutrition throughout the country by promoting healthy, nutritious, and diversified diets for adolescents, pregnant women, breastfeeding mothers, infants, and young children. USAID has been supporting the Ministry of Health and Population to implement the "Mother Baby Friendly Hospital Initiative" through Direct Financing to the Government of Nepal and UNICEF. Since 2013, UNICEF has been supporting the Government of Nepal in implementing MSNP, with funding support from the European Union.

Location: Paropakar Maternity and Women's Hospital

Anticipated Speakers in Attendance: Dr. Shree Prasad Adhikari, Director, Paropakar Maternity & Women's Hospital, Dr. Sandesh Poudel and Dr. Kalpana Subedi, Paropakar Maternity and Women's Hospital; Dr. Shilu Adhikari, MD, MPH, Team Lead, MNCH & Nutrition Team, USAID

11:45am – 12:30pm Transit via hired car to Le Sherpa

12:30pm – 2:00pm **Working Lunch with Ms. Sepideh Keyvanshad, Mission Director for USAID/Nepal**

The delegation will have a working lunch with Ms. Sepideh Keyvanshad, Mission Director for USAID/Nepal and the USAID Mission Management Team to learn about USAID's nutritional programming in Nepal, detailing how it partners with the Government of Nepal, the private sector, and other USAID activities, to improve the nutritional status of women and children within the 1,000 days period from conception until the child reaches 24 months of age, in 42 underserved rural districts of Nepal.

In addition, the delegation will gain perspective on USAID's nutritional programming in Nepal, including the Suaahara II, which covered about half of Nepal's population, reaching over two million children under 5 years, pregnant women, and breastfeeding mothers with a comprehensive, home-based program. This promotes improved nutrition and health behavior change; use of quality health and nutrition services; access to diverse nutrient-rich food.

Location: Nina's KTM, Nepal

Anticipated Speakers in Attendance: Ms. Sepideh Keyvanshad, Mission Director for USAID/Nepal; USAID/Nepal Mission Management Team, Patricia Mengench, Director for USAID/ Nepal Health Office

2:00pm – 2:45pm Transit via hired car to Boudhanath Stupa

2:45pm – 4:45pm **Visit Boudhanath Stupa and Expert Briefing from Michael Croft Head of Office and Representative to Nepal, United Nations Educational, Scientific and Cultural Organization (UNESCO)**

The delegation will visit Boudhanath Stupa and meet with Michael Croft, Head of Office and UNESCO Representative to Nepal, to learn how UNESCO, in addition to helping Nepal protect and leverage its rich cultural heritage, is working collaboratively to advance the Sustainable Development Goals, including by integrating living heritage into school teachings; promoting media and information literacy; and enhancing Nepal's creative industries by empowering youth, women, and indigenous marginalized communities.

Built some time around the 14th century, Boudhanath Stupa is said to have been created just after the passing of the Buddha. Located on an old trade route with Tibet, Boudhanath is one of the largest stupas in Nepal

and was declared a UNESCO World Heritage site in 1979. The huge offering site quickly became a focal point of worship and offering in the area. The structure of the building consists of a giant dome, on the top which sits a Buddhist pyramid tower. All of this sits on top of huge steps shaped like mandalas themselves. Among the Nepalese in Kathmandu, the stupa is simply referred to as "Chorten Chenpo" which translates to "Great Tower" or just "Great Stupa."

Location: Boudhanath Stupa

Anticipated Speakers in Attendance: Michael Croft, Head of Office and Representative to Nepal, UNESCO

4:45pm – 5:45pm Transit via hired card to hotel

5:45pm – 7:30pm Executive Time

7:30pm – 8:00pm Transit via hired car to Bagaicha

8:00pm – 9:30pm **Working Dinner Debrief with Ms. Hanaa Singer-Hamdy, UN Resident Coordinator in Nepal and UN Colleagues**

The delegation will have a working dinner with UN colleagues to discuss lessons learned, post-learning trip follow-up, and potential opportunities for continued engagement and coordination with the U.S. Congress and the UN in Nepal.

Location: Bagaicha
Thirbam Sadak Ward No. 4

Anticipated Speakers in Attendance: Ms. Hanaa Singer-Hamdy, UN Resident Coordinator in Nepal; Robert Kasca, Representative and Country Director, World Food Programme Nepal; Michael Croft, Representative to Nepal, UNESCO; Alice Akunga, Representative to Nepal, UNICEF; Patricia Fernandez-Pacheco, Country Representative, UN Women

9:30pm – 10:00pm Transit via hired car to Kathmandu Marriott

10:00pm – 11:15pm Executive time; check out of hotel

11:15pm	Transit via hired car to KTM

Friday, February 23 --- Travel

Attire: Casual.

2:15am	Depart KTM on Qatar Airways #QR645 *Flight time 4h 15m*
5:05am	Arrive DOH *Layover 4h 15m*
8:40am	Depart DOH on Qatar Airways #QR707 *Flight time 14h 25m*
3:55pm	Arrive IAD