NGO Forum Steering Committee Skype session
30 October 2018

present: Ananya, Reme/Fares, Jorge, Jorijn (minutes)
Apologized: Léonce
Absent: Michal (resignated)

1. Symposium
   - programme sent to UNESCO: feedback:
     > interpreters finish at 1 pm
     > Start at 9.30 (9 Registration, start 9.30)
     > lunch break 12.30-1pm
     > Group discussion on the Role of NGOs + plenary Feedback (Conclusion)
     > Jorge will send drafted program asap
     > add general text on the topic + practical information
     > Which Room > cfr 13COM plenary room?

2. Opening Speech = on Monday  = prepared by Steering Committee
   > WHO?
   This once: Ananya + Léonce

3. Statement = to be discussed on General Meeting of NGOs on Monday evening, and then reworked > to be adopted later in the week by NGO Meeting
   > WHO? > all send input

4. Communication:
   Jorge will be in touch with Gabriele and prepare communication for next days and weeks
   Jorge will ask Léonce to translate everything to French
   Newsletter> see below
   + put Jorijn in CC in all communication with Gabriele to follow up from experience of past years

5. Week Schedule NGO Forum:
   - a table or two should be available in the hall for NGO flyers and communication + a number of chairs
   -> not a big programme like at the GA (because it is time-intensive to review
   -> Jorijn write Helena Drobona to have banner etc of the Forum at Mauritius
   -> cfr re-worked schedule by Jorge:
     - Monday orientation session 1.30-2.30
     - General Forum Meeting in the Evening
     - Open Space for NGO presentations (evening sessions on Thursday and Friday)
   Evening sessions: 6 to 8 pm
6. NEWSLETTER: REME coordinates and prepares
   = send all information to Reme: Jorijn will send input on inter alia + Ananya input on
   GA + Jorge on schedules for NGO Program 13COM > Reme brings together
   > Reme will bring together and make newsletter asap
   > Ki Léonce translates
   > Jorge coordinates with Gabriele for sending ASAP newsletter out

7. Wednesday at Lunch: regional Group meetings
   > Reme/Jorge: ask secretariat for 6 spaces/rooms so that each group can sit together
   per region

8. Ananya will contact Pudentia for support