

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 Drobna 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