

## Meeting Minutes – Steering Committee of ICH NGO Forum

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**Date:** 03/07/2019

**Time:** 15:00 (GMT +1)

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### Attendance

Naila Ceribasic, Kaloyan Nikolov, Donghwan Choi, Reme Sakr

### Agenda Items

- 1- Minutes of meetings
- 2- Steering Committee Electoral Board
- 3- Preparations for 14.COM
- 4- Newsletter

### Action Items

- 1- The minutes of previous meetings have been uploaded to the SC's Google Drive file by Kaloyan.
- 2- Ananya has confirmed her membership to the Electoral Board to the side of Laurier and Dag. Jorge is reminded to confirm response from Martin (Latin America) regarding his potential participation in the Electoral Board.
- 3- Expected NGO participants to 14.COM are 60-100 based on the number of participants from previous years. A Capacity Building workshop to be held on the Saturday prior to 14.COM. (Programme of workshop presented by Naila Ceribasic). A symposium for the Forum to be held on the Sunday prior to 14.COM (programme also presented). The SC must inform how many working groups will attend in order to prepare rooms and translation services. The newly developed Code of Conduct will be presented on the Monday of 14.Com. The Code of Conduct will be circulated to NGOs by email in December for review and comments. An open call will be made to NGOs to moderate sessions and chair panels. Consult with Gabriele regarding the creation of an info page for NGOs attending 14.COM
- 4- Update required from Jorge regarding the drafting of the newsletter.

### Other business

### Next meeting

08/08/2019