

## Meeting Minutes – Steering Committee of ICH NGO Forum

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**Date:** 21/11/2019

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

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### Attendance

Meg Nömgård, Naila Ceribasic, Dong Hwan Choi, Kaloyan Nikolov, Jorge Gustavo Caicedo

### Agenda Items

1. Preparation for 14.COM
  - a- Financial Report of ICH NGO Forum Association bank account
  - b- Official opening ceremony
  - c- Digital booklet
  - d- Steering Committee yearly report
  - e- Payment for Black Tower- Bogota
  
2. Meeting Minutes of Steering Committee

### Action Items

1. Preparation for 14.COM:
  - a. Dong Hwan Choi will prepare the financial report to be presented at NGO Forum general meeting at 14.COM. Meg Nömgård will provide available bank statements and supporting documentation obtained from the bank and through previous SC member Diego Gradis.

- b. UNESCO Secretariat will hold the official opening ceremony on the first day of 14.COM, Monday 9<sup>th</sup> December, instead of the usual day prior, Sunday 8<sup>th</sup> December. This requires a change in the agenda activities of the ICH NGO Forum to avoid a clash of timetables. Kalayon Nikolov shall contact the ICH NG Forum Electoral Board to discuss the rescheduling of the SC elections to Sunday 8<sup>th</sup> December, previously scheduled for the evening of Monday 9<sup>th</sup> December- keeping in mind that NGO attendees, including nominated candidates as well as the wider Forum need to ensure their attendance on the 8<sup>th</sup>.
  - c. Naila Ceribasic and Kaloyan Nikolav to prepare a digital booklet containing the agenda, timetables and reports of the ICH NGO Forum and its SC for 14.COM to be made available online for NGOs and visitors.
  - d. Steering Committee yearly report to be prepared by Jorge Gustavo Caicedo.
  - e. Meg Nömgård and Jorge Gustavo Caicedo to organise the payment to be made to the establishment hosting the ICH NGO Forum lunch on Saturday 7<sup>th</sup> December. SC colleagues will also attend to other practical issues required for Bogota.
- 2a. The minutes of the SC's monthly online meetings have not been uploaded to the Forum's website. Meg Nömgård shall coordinate with Naila Ceribasic and Reme Sakr to attend to the preparation and uploading of the meeting minutes.

**Next meeting**

Monday 2<sup>nd</sup> December- 3pm (GMT +1)