

MINUTES of the 15th meeting of the ICH NGO Forum Steering Committee

Zoom meeting, 3 December 2020, 15–17 (Paris time)

Present: Jorge Gustavo Caicedo, Naila Ceribašić, Donghwan Choi, Kaloyan Nikolov, Meg Nömgård

Also present: Gabriele Desiderio (on agenda items 1–5)

Absent: Butholezwe Kgosi Nyathi (due to obligations in his workplace), Reme Sakr (due to illness)

Agenda:

1. Welcome, opening of the meeting
2. Adoption of the agenda
3. Approval of minutes of the 14th meeting of the Steering Committee
4. Current issues: Next *Newsletter* of the Forum
5. Preparation of programme for 15.COM: Final arrangements and technical issues
6. Financial matters: Financial report
7. Other business
8. Next meeting
9. Closing of the meeting

1. Welcome, opening of the meeting

Nömgård opened and chaired the meeting. All members reported on their current local situation. In addition, Nömgård informed the members that she has been invited by the Swedish National Commission for UNESCO to write a report on how to improve involvement of civil society in the ICH programme.

2. Adoption of the agenda

The agenda was adopted.

3. Approval of minutes of the 14th meeting of the Steering Committee

The minutes were approved. Choi will make translation into French. Ceribašić will send the English version to Gabriele Desiderio, who will publish it at the Forum's website.

4. Current issues: Next *Newsletter* of the Forum

The new *Newsletter* is not yet fully completed. A part of information related to our programme attached to 15.COM should be added and/or updated, and final corrections should be made. Ceribašić will accomplish this task by the next day, and send the

material to Desiderio, who will prepare it for publication. In addition, Desiderio will include the information concerning the registration for voting; the deadline for the registration needs to be defined by the Election Board. Choi will make translation into French by the following day (Saturday). Both English and French versions should be distributed to the membership by next Monday.

5. Preparation of programme for 15.COM: Final arrangements and technical issues

Nömgård was in contact with Antoine Gauthier concerning the relationship between French and English in our communication. French almost regularly appears as if being subordinated to English, and therefore we should pay more attention to make them equal, such as by clearly indicating already at the very beginning of each and all our communication that both versions do exist, or by placing the French version as the first one (as opposed to regular practice). At the same time, French has never been more present than this year, thanks to dedicated work of Choi, who regularly translates all documents produced by the Steering Committee. As for the specific information related to our programme during 15.COM, it should be underlined in the communication in French (including in the Newsletter) that all participants will be able to use French. Thanks to support from Gauthier's NGO, simultaneous interpretation will be available for the symposium and presentation of candidates on Sunday, and for the General Assembly on Wednesday. Desiderio and Nikolov will contact Gauthier to arrange technical details related to interpretation.

Albert van der Zeijden, the symposium coordinator, has posed some questions concerning the technical realization of the symposium and the support of the Steering Committee. Nikolov will contact him to clarify all the issues.

Desiderio and Nikolov will serve as co-hosts and a technical support for all our events during 15.COM.

Our first event related to 15.COM – a session for newcomers – was held yesterday, 2 December. Jorijn Neyrinck served as a facilitator, assisted by Nömgård, Choi and Nikolov. Choi has prepared a French version, but all participants, representatives of around ten NGOs, were all English-speaking.

The members of the Committee examined and agreed upon the details of the General Assembly on Wednesday, 16 December. Caicedo will present our annual report and plan for 2021, Choi our annual financial report, and Nömgård the rest of the agenda items. She will also chair the meeting, assisted by Caicedo, who will also monitor chat and Q&A boxes. The members also agreed that our report for 15.COM is going to be presented by Ceribašić and Nömgård if technical possibilities allow for two presenters, or only by Ceribašić if only one presenter is preferable.

6. Financial matters: Financial report

Choi reported that we did not receive any new statement from the bank; the last one is from October.

7. Other business

No other business was raised.

8. Next meeting

Next meeting is scheduled for 4:30 p.m. on Sunday, 13 December, immediately after the presentation of candidates for the Steering Committee. It will be the last meeting of the present Steering Committee, and its only – or at least main – agenda item will be approval of minutes from this meeting.

9. Closing of the meeting

Nömgård thanked all members and closed the meeting at 17:15.

Minutes drafted by Ceribašić on 11 December 2020; approved by the Steering Committee on 13 December 2020, followed by their publication on the ICH NGO Forum website; translation into French made by Choi.