



General Assembly Meeting Minutes

09 October, 2018

Beginning: 9.15
End: 11.00
Venue: NNHQ, Washington Treaty Room

Attending board members:

- Serge Devynck (President)
- Anja Malms (Vice-president and Guest-Coordinator)
- Berthold Malms (Bazaar Coordinator)
- Petra Kämmerer (Restaurant Coordinator)
- Petra Havrankova (Tombola Coordinator)
- Maria Martos (Belgium Charity Coordinator)
- Maria Jose de Vargas (Treasurer Assistant)
- Baros Szabina (Secretary)

Attending members of participating countries: see Attendance List signed

President

- Opens the meeting and welcomes participants
- Informs members that this morning before the GAM there was an opportunity to visit the Restaurant Area – as advertised in the Invitation
- Vote for the Minutes of 11 September 2018 GAM – 1st motion: 1, 2nd motion 1, members against the minutes: zero, abstentions: zero. Minutes accepted.
- Vote for the Minutes of 25 September 2018 GAM – 1st motion: 1, 2nd motion 1, members against the minutes: zero, abstentions: zero. Minutes accepted.

Bazaar Coordinator

- Thanks President for personal discussions with Deputy Secretary General and announces: we are able to use Agora for the Bazaar. NCB received the official approval on 05 October. The approved locations of the Bazaar 2018 are: Agora, downstairs level of Public Square and Restaurant Area.
- The “Instruction for Bazaar” document is being updated, and will be send out to Members at the latest by beginning of next week.
- Floor Plan of the Agora: there is a preliminary version prepared in cooperation with NOS Department, we are harmonizing the final version with them, including further request by nations (concerning table numbers and setup). He shows the preliminary map to the Members: please note that there will be no isle of stands in the middle, tables will be arranged all around the walls; plus a stage will be set up later on the map. Sliding doors will be open, Agora is declassified for the Bazaar time.

- Plans 2-3 meetings with groups of nations to walk around Agora, to see and check the place, this way there is opportunity to have smaller discussions, more efficient.
- 34 nations signed up for national stands.
- 5 tables per nation will be provided (120x50 cm). Those nations who need more than 5, can ask for it from Bazaar Coordinator, then he harmonizes the floor plan, and ask for an approval for the final plan from NOS. Deadline for extra table request: end of this week (14 October). E.g. Nordic countries decided to have a combined table.
- Electricity: inside the Agora there is no electricity, the available cables will be used only for the monitors, so please plan your stands accordingly. Power will be supplied for stage performances.
- All sponsors (e.g. Monte Paschi, Volvo, ING) will stay on downstairs Public Square area.
- Stand order: in alphabetical order. Please note that the Bazaar can expand to the right side of Agora, and we will not be able to use all floor of Agora.
- Entrances: we need to pay attention when planning to leave enough space for secure entrance of visitors and exit opportunities in emergency.
- Opening ceremony will be different from that of previous years, Bazaar Coordinator plans to invite everyone to the Bazaar on Saturday morning and discuss the procedure of Ceremony there and then. We plan no rehearsal.
- Question from Members 1 – concerning storage place. Answer: like in ONHQ last years, nations can store their stuff behind the stands, no storage rooms are available. In case a nation has a storage place otherwise somewhere in the building, they can use that of course.
- Question from Members 2 – concerning national signs. Answer: NCB will provide the national flags on the table. At the same time, you can bring other small flags too. There will be no Christmas tree inside the Agora, only outside, and there will be no boards or flags hanging from the ceiling due to Agora's features.
- Question from Members 3 – concerning stands. Answer: The nations' usual stands can be used, Bazaar Coordinator needs only the measurement. Wooden boards, etc can be taken inside but has to match floor plan.

Vice-president

- Announces VIP Morning Coffee for 18 November and thanks Azerbaijan to host it.
- Provides information on the event: maximum total of 100 guests can attend, maximum 1 or 2 persons by nation, they will receive a special invitation card. Planned to be held in Diplomat Restaurant, access through the Public Square entrance, beginning at 8.45 and ending at 9.30. Details will be discussed with the host country. Sends out a list to Members to fill in with the data of the attending person(s). Deadline: 02 November.
- Provides Guest Access information: who needs Guest Access Pass? Everyone who has no NATO blue badge or Family green badge, also those SHAPE members including their families who has no valid access pass for the NNHQ (who has no Amiscard). That is, the following persons will need Guest Access: VIPs, Guests, Helpers, Commercial Deliveries, Musicians and Performers.
- VIPs (ambassadors, their deputies of similar title, plus their close family members and the driver (max 5 persons altogether). Please note that not everybody in his/her company but only the Ambassador will get the VIP pass. The people with him in the car will be able to pass without an access pass. The VIP and all in his company has to be named, the access is provided only on Sunday. They will be able park inside, car

access through the South Gate. When providing the name of the VIP guest, please write the correct title of him/her on the list.

- Guests: maximum of 5 guest per nation, for Sunday only. Don't forget: a person with a Blue badge can let in 4 persons. Guest list for those who will not be able to go in otherwise and the nations would like to invite them. SHAPE Amiscard holders can get in. Access through the Pass Office, on foot, register your guests with the normal procedure (was the same process in ONHQ). Parking: NNHQ and ONHQ Visitor Parking. Don't forget: Family green badge can be possessed by those persons living in the same household – NATO employees (the nations) has to ask for it and are responsible for the process.
- Helpers: 12 helpers are allowed for each nation having a stand, 18 for each nation having a stand with a restaurant stand. These numbers are for 2 days (a national stand owner can have e.g. 5 helpers for Saturday, and 7 helpers for Sunday). They have to have their own passes. Entrance through North Gate next to Staff Center, parking is available there. List of helpers will be sent out for filling in, Members have to send it back until 02 November – deadline for everything.
- Commercial Deliveries: only commercial is allowed, there is no possibility to add more helpers as deliverers. There will be no parking for them at the NNHQ, only drop off and pick up is possible. Entrance through North Gate, as for any service companies normally. Nations will have to provide the name of the delivery company, name of the driver and the 2nd person, number plate. NOS will carry out a screening on the companies and drivers before the Bazaar.
- Musicians, Performers: Vice-president collects requests from nations, NOS will decide if the proposal is OK, also concerning number of such persons. Access provided to them only on Sunday, through North Gate, parking available.
- A volunteer Entertainer Coordinator is needed for this year, Members are welcome to propose somebody who can help (could also be a teen helper who is minimum 16-17 years old, able to coordinate people and can work with microphone)
- Stage information: NCB plans the same size as last year, but negotiations are going on, we estimate around maximum 12 persons on-stage at a time. As soon as we got the size data, we send it out to Members. During the previous years, lots of nation provided music bands, dancers, let's continue this year also.
- Summary for Guest Access:

Categorie	Day	Passes	Entrance	Parking
VIP	SUN	1 per car	South Gate	available
Guests	SUN	5 per nation	South Gate, by foot	Visitor Parking/ In front of NATO
Helpers	SAT and/or SUN	12 (only national stand) 18 (national & restaurant stand) - IN TOTAL-	North Gate, by car or foot	available
Commercial Deliveries	SAT and /or SUN	- as needed -	North Gate	no parking, only drop off and pick up
Musicians and Performers	SUN	designated by Entertainment Coordinator	North Gate	available

- Deadline for any and all pass request is 02 November 17.00, there are no exceptions. Next day all the lists have to be sent to NOS. Any question about Guest Access issue, please send to and only to guest-coordinator@natocharitybazaar.org

- Thank-you wine: will be given to NATO Staff helping with the Bazaar for their effort to support the event. NCB asks 2 bottles per every participating nation as a donation. Delivery: on the next GAMs, deadline 13 November.
- Next General Assembly Meeting a NOS specialist will be present and will explain everything about access and security, Members can also ask questions.
- Guest list questionnaire will be sent out to Members after this GAM.
- There were no questions by the Members.

Tombola Coordinator:

- The morning ticket sales slots are in front of Starbucks, the afternoon ones are in front of the canteen. Today there will be Austria selling, you can check Facebook page.
- Not all the tickets are printed up to this day, the last portion will be ready tomorrow. Thus there are 2 groups of nations: one already got the tickets for selling this week or beginning of next week. Those who will sell later, will get the tickets this Friday (12 October) from Tombola Coordinator inside Starbucks (8.30-11.00). If not convenient, asks for contacting her to set up the handover of the tickets.
- A couple of slots for ticket sale are still empty – please feel free to use Doodle link to book if your nation needs a second slot.
- Thanks those who already submitted their tombola prizes and shows the book of prizes (Look Book) with the pictures of the already submitted articles or services.
- Asks Members to manage the Look Book themselves: it will be placed in the Locker Room (between Starbucks and Press Room). The Book is in locker 73. Take the Book with you at the beginning of the ticket sale, after the sales, put it back to the locker. No digital code locking is needed.
- There were no questions by the Members.

Restaurant Coordinator:

- Updates Members on Restaurant and Kitchen facilities, asks them to bring their own cooking and cleaning tools. All nations will have altogether 2 ovens, 1 grill plate, 6 fritteuses, 2 induction field (magnetic pot), 6 rechauds (warming place to which nations need to bring their burning plats), cooling space, 11 warming places.
- Shows plan of restaurant.
- Asks Members to provide information on how many electronical spots they need, how many electrical tools they want to bring, what type of dishes they want to prepare.
- The Restaurant will need Teen Helpers: 16 persons altogether for Sunday, 6 persons for Saturday. We hope they will be family members, so no Guest passes will be needed. Deadline for application: 02 November. After the Bazaar they will receive Certificates for their contribution to the event.
- Tables will be put close to kitchen stalls, the nations are responsible for avoiding damage and leaving the place clean.
- 2nd International Bake Sale: 25 October (8.00-14.00), hope to be successful again.

Vice-president

- Provides information on the usage and look of the Bazaar's Facebook sites. *Internal site* is for publishing e.g. advertisement of national events, ticket sales, photos of national events, Vice-president also takes photos at such events. Emphasises: take care your ID number and name cannot be seen on the photos that you take and

suggest for publishing. The Members themselves need to ask for access to this internal FB site. On *External (Public) site* Members cannot post any private pictures, it is managed by NCB Board. It can be accessed by anyone outside NATO, and there is a policy at NATO that no pictures on the NNHQ can be published on social media.

- Reminds Members of an event of Danish delegation.

Any Other Business and Closing - President

- Suggests nations not to prepare with a barbeque outside the building during the Bazaar due to weather conditions in November.
- Teen Helpers are also welcome, above the Restaurant Teen Helpers team (e.g. at VIP Coffee Morning registration).
- Aftersales – from Monday on, as for location Staff Center is one option, but it will be decided based on how many nations would like to organize aftersales. Reduced price will apply to products left from the Bazaar.
- Don't forget: all deliveries through only North Gate.
- NOS will be present during next GAM.
- VIP Morning Coffee – other invitee than an ambassador is possible.
- The (new) logo of NCB can only used for NATO NCB purposes and fund raising. Members do not use it on national events, tombola national events to raise money. Please use other sign on documents for National events.
- Next meetings: 23 October, 13 November.
- Outlines schedule of future NCB tasks, they will be discussed during next GAMs: Members transfer raised money to NCB account by 1st week of December; NCB Treasurer handles the amount, transfers to Charities before Christmas; Donation Ceremony to Charities will be held at the end of January, to which all Members are invited.
- Member from Italy presents: on 23 October Italy is selling tickets and they will also hold a National Sell event for olive oil and cheese.
- President thanks participation of Members and closes the General Assembly Meeting.

Brussels, Dated as above

Minutes keeping: Baros Szabina