



MINUTES

NCB Q&A Session: 12 October 2021

09:00 AM CEST (Zoom)

Hanne, President

Welcome, agenda of the session. Meeting will be recorded for the purpose of taking minutes, recording to be deleted afterwards.

If there's a question we can't answer today, we'll get back to you ASAP.

- **First half of the meeting: practical information from the Board Members and Member Presentations**

Member's Stories (Croatia – Kresimir Maras)

Our first year without a restaurant stand. Therefore, this year Croatia will be even more active in selling Croatian products and being engaged in the Tombola.

Some excellent Tombola prizes eg a trip to Zagreb, including flights and accommodation in a hotel. Other prizes include a hamper.

Selling tombola tickets: will be active in selling these. E.g. to friends in SHAPE, the EU, other Croatian agencies and associations stationed in Belgium.

Stand with national products: each year they contact 50 Croatian companies to donate products eg jams, olive oil, wine, cheese etc. To publicise this, they've been publishing articles in military and civilian newspapers and also had engagement on Croatian news channels. A good opportunity to showcase the humanitarian side of NATO.

A challenge: organizing the collection of products, storage, and transport to Belgium. A 5000km trip both ways!

A final phrase from Croatia: *'It's better to be in the situation to help someone 100 times than to be in the situation to expect help at least once'*.

Member's Stories (Portugal – Isabel Mateus)

First thing the team did was to assess what skills and talents lie in the Portuguese team. E.g. baking, cooking, sewing skills. Dividing tasks on this basis means the team can take advantage of people's individual skills and have a happy team.

The team have held frequent meetings throughout the year to discuss ideas, issues, and to build relationships. They've also discussed contacts to gain prizes for the tombola. A lot of calls and emails! The team are trying to showcase Portuguese products eg foods, wines.

Slogan of the Portuguese team: *'Helping is good for the heart and brings beautiful smiles!'*

Visitor's access (Eleonora, Guest Coordinator)

This year access will be easier as the bazaar is taking place in the Staff Centre.

Fill in **FORM 127** (NOS have it, or Eleonora can send it to you) and then send to NOS through your delegation. *No later than 2 days before the access is required. Sending before is recommended.*

If you're expecting many visitors, keep Eleonora in the loop (due to COVID-19 restrictions – maximum 500 people). Please note: no limit in terms of numbers per nation.

Guests will need a **COVID-19 Certificate**. Required for all visitors, organizers etc (everyone who is accessing the Staff Centre). This is proof of vaccination, a PCR Test, or Recovery Certificate.

Entrance through the North Gate. Parking available.

Family Passes are ok (Tanya will speak more on this). But you will need to reactivate your family pass if you've not been for a while. Recommendation to visit NATO before your Bazaar Day.

No need to pre-book visitors. Pre-booking is only for those who don't have a badge or family pass. Please note an active duty member of a delegation or permanent NATO staff can escort up to 4 visitors at any one time.

Military Wives Choir/other entertainers: no limit for the size of your group. We have a 500 limit in the venue. Your delegation will need to submit the access applications for the group, and any other friends, visitors etc.

SHAPE ID: Eleonora will check.

Financial update (Serge, Treasurer)

NET total: EUR 10.733,03.

Transfer instructions: 3 steps.

1. Transfer Funds into NCB account

By Online account transfer or Bank transfer from your bank

*Deadline (electronic transfers): **Thursday 6 December COB***

NCB Bank account information: on slides from today

*Please ensure in the communication of the transfer you include **'Contribution to the 2021 NCB by (nation's name)'***

2. Accounting Form

Fill in the accounting form

3. Email

Send an email to Serge and include:

- Completed Accounting Form
- Bank transfer transaction receipt

Question from Latvia about cash and banking: Serge suggests he follow up with Latvia on the GAM (26th).

Tombola update (Tanya, Vice-President)

Drawing: Monday 29 November in the Staff Centre.

Prizes: can be dropped off in person at the Staff Centre **between 22 Nov and 26 Nov**. If you need a different date, please contact Tanya. Prizes will be stored in a locked room at the Centre. We have 42 prizes so far.

Tickets: if you find you need more tickets (or you have too many), please contact Tanya and she will (re-)circulate them.

Tanya is publicising the prizes on the NCB website, newsletter, and social media channels. Physical prize book too available at the PR stand.

NCB Stand and Social Media (Tanya, Vice-President)

Public Square stand: information table will remain throughout the bazaar in November. We're also going to market NCB shop goods.

Poppy Appeal: partnering with this project. 8 – 12 November: the Poppy Appeal will be sharing our table space in the Staff Centre with a mini exhibit promoting the poppies.

Social Media: please contact Tanya if you'd like access to the FaceBook group.

Family Passes & Guests (Tanya, Vice-President)

Encourage you to get these activated ASAP. This is done through your sponsor/delegation.

Form 127: guests and visitors (covered above by Eleonora).

Covid policy at HQ: everyone attending an event at NATO needs a **COVID-19 Pass**. Hanne and Tanya are continuing to meet with NATO IS to remain up to speed with the latest regulations.

National Bazaar Days (Diana, Bazaar Coordinator)

Bazaar: 8 – 30 NOV during weekdays

8am – 10am: prepare your stands, bring your items in the morning.

10am – 6pm: Open for visitors (lunch slot 11am – 2pm)

6pm – 7pm: clear and clean

Forbidden items: lit candles, open fire, thumb tacks, tape, glue. Nothing on the walls.

Electricity (anything you want to plug in): the device you want to bring in needs to be pre-approved. Please send us the specifications and we'll get approval from NOS and the Fire Team.

We provide tables (the number you requested in the Participation Questionnaire). National flags or banners are suggested for decorating your table.

If you'd like a walk-through of the Centre, please email Hanne, Tanya, or Diana to make an appointment.

You can only sell packaged food or drink at your product stand. Please label everything with your country name. Hot meals/unpackaged food is sold at your restaurant stand: please bring plates to serve this food.

Paella: yes you can bring the huge plate inside and serve it.

Please note you can bring your food and drink the night before (**before 7pm**) to store overnight in the fridge. But please only bring your products on the morning of your National Bazaar Day.

Food samples: suggested to do this in the Bar area.

Vehicle passes: you don't need a specific pass for your car to enter the Staff Centre parking lot. It works similar to the visitor parking at the South Entrance. NCB will have 2 car parking spaces sealed off for delivery.

Boxes: where to hide these during the event? Hanne will get back to you on this.

We will try to place the stands as efficiently as possible eg according to who is having food + products, or products only.

BBQ: Hanne will get back to you on this. If we get the go-ahead, please bring your own BBQ and fuel.

National Bazaar Days Schedule & Cook Book (Diana, Bazaar Coordinator)

39 nations. Each nation received its most preferred date.

Burgundy colour: that nation has a food stand.

29 & 30 Nov: after sales.

Please deliver your items again for these days. We don't have enough storage for your items.

29 Nov: VIP event (16.30 start)

The Schedule will soon be sent to Graphics for printing flyers. This is fixed, but please contact us ASAP if you need a change. Please note we will only adjust the schedule if we receive an urgent request.

Cookbook: in preparation and will be delivered to the national stands.

Restaurant stands (Hanne)

Keep it simple! We recommend preparation as much as possible beforehand at home.

You're not restricted in terms of space in the kitchen, but please try not to overcrowd it with people.

As far as possible, bring your own equipment. Aramark can lend equipment, but this needs to be signed off, approved etc.

Large bar available for sampling.

Aramark will do a kitchen walk-through on **26 October @ 13.00. Monday 8 November morning also.**

If you're bringing food to stay in the fridge: please label the food with the nation, a name, and a telephone number.

Stands, kitchen, and bar area to be cleared and cleaned by 7pm.

All nations with Restaurant Stands will be contacted by the Board to double check everything.

- **Second half of the meeting: your questions which we will respond to as best as possible**

Catalogues: it's better to send the items in one final batch to Diana than add them one by one.

See you all on the 26th! This GAM will be held in person and via Zoom.

If you'd like a walk through, please get in touch.

Newsletter coming out 21st OCT.

Minutes taken by Eleanor Braithwaite, Secretary (from recording)
Completed: 16 October 2021