

26 October 21

GENERAL ASSEMBLY MEETING



Start Time:
9.15 sharp

INTRODUCTION

Hanne Jørgensen
President

- Roll Call of nations & voting:
 - (1) Nation, NR (or proxy) present?
 - (2) Do you agree to the Minutes from the General Assembly Meeting on 28th of September 2021?
- The "chat function" throughout the meeting OR hand in the air if you are present in the room today and have a question:
 - (1) Write "nation name" only in chat
 - (2) Questions welcome after each agenda item

MEMBERSHIP FORMS

Olivia Ronayne Casimiro
Membership Coordinator

In case you are leaving the NCB, don't forget to send information to our Membership Coordinator.

Membership Forms for all new NRs, ANRs, 2nd ANRs must be sent to:

membership@natocharitybazaar.org

Importance of Hand-over-Take-over with your successor and team members.

FAREWELLS

Poland

➤ ANR – Joanna

Czypek – Kobielska

WELCOMES

Denmark

- ANR – Camilla Alexa

Poland

- ANR – Anna Michalak

Serbia

- 2nd ANR – Sladjana Topalovic

Switzerland

- 2nd ANR – Angélique Pellaud

NATIONAL EMAILS

Creating a generic email account will:

- Facilitate handovers/takeovers within your national team;
- Centralise information;
- Enhance coordination;
- Streamline point of contact.

EXAMPLES OF NATIONAL EMAILS

- bazar.otan.esp@hotmail.com
- charitybazaarpt@gmail.com
- dnkncbteam@gmail.com

VISITORS' ACCESS

Eleonora Colonna
Guest Coordinator

To grant access to External Visitors:

- If **<5 visitors**, they need to be **sponsored** and **escorted** by a NATO member
- If **>=5 visitors**, **FORM 127** to be filled in and submitted to NOS through your Sponsor's office / Delegation
- No need to register people from **SHAPE**. AMIS cards (SHAPE) can be exchanged at the Visitors' pass office.
- **COVID-19 Certificate** will be required
- Entrance through **North Gate** (Staff Centre) and **Parking** available
- Kindly keep us informed about the **number of visitors** you are expecting by sending an email to guest-coordinator@natocharitybazaar.org

DELIVERIES

Eleonora Colonna
Guest Coordinator

NATO Office of Security (NOS) should be informed about any **delivery**:

- **NATO Countries Delegations** will need to register them through the NOS SharePoint portal.
- **Partner Countries Delegations** will need to send an email to the NOS Planning Office Mailbox at mailbox.nos-planning-office@hq.nato.int
- **COVID-19 Certificate** will be required
- Entrance through **North Gate** (Staff Centre)

Financial update (20/10/21)

Serge Devynck
Treasurer

Primary Account € 1536,58

Savings Account € 12.845,00

NET TOTAL € 14.381,58

From sponsors : € 10.200,00

From NCB sales : € 1095,00

Transfer funds into the NCB account

Serge Devynck
Treasurer

Transfer instructions: 3 easy steps



Transfer Funds



Accounting Form



Email

Transfer funds into the NCB account

Serge Devynck
Treasurer



Transfer Funds by

- **Online account transfer or**
- **Bank transfer from your bank**

Transfer funds into the NCB account

Serge Devynck
Treasurer



Transfer Funds to

NATO Charity Bazaar ASBL Bank Account Details:

Aion SA

IBAN: BE69 6434 0149 2878

BIC: BMPBBEBB

Transfer funds into the NCB account

Serge Devynck
Treasurer



Transfer Funds

Include in the communication section of the transfer:

VERY IMPORTANT

“Funds 2021 by xxx”

(specify your Nation’s Name, e.g ARM, FRA, GBR)”

Transfer funds into the NCB account

Serge Devynck
Treasurer



Transfer Funds



All electronic transfers must
be completed by:

Thursday, 6 December 2021

Transfer funds into the NCB account

Serge Devynck
Treasurer



Accounting Form

Nation's Name:			
Person making the Bank Transfer:			
Phone:		E-Mail:	
NATIONAL CONTRIBUTION			
Tombola Ticket Sales :			■
Delegation Sales :			■
Small Change for a Big Change :			
Total Bank Transfer Amount:			

Transfer funds into the NCB account

Serge Devynck
Treasurer



Email

Send via email to NCB Treasurer
treasurer@natocharitybazaar.org
with following attachments:

- **Completed Accounting Form; and**
- **Bank transfer transaction receipt**

Transfer funds into the NCB account

**Should you have any questions,
please don't hesitate to contact the Treasurer**

Serge Devynck– Treasurer

**by e-mail at
treasurer@natocharitybazaar.org**

TOMBOLA

Tanya Borchert
Tombola Coordinator

The Tombola Drawing will be **Monday 29 November, 2021**
at **▶ 12:00 ◀** in the NATO Staff Center

- Prizes can be dropped off at the Staff Center between **Tuesday 23 November and Friday 26 November.**
More information to come! tombola@natocharitybazaar.org
- **TICKET SALES:** If you need more tickets, *or if you have too many tickets,* please let Tanya know! **♥ THANK YOU ♥**
- **Our 2021 Tombola Prize List has over 50 prizes!**
→ *Published frequently on the **NCB website, NCB Facebook Group** and in the **NCB Newsletters***

NCB Stand

Tanya Borchert
Vice-President

There will be an NCB Stand in the NATO Staff Center during the National Bazaar Stand days in November

- Poppy Appeal - Zoe White JISD

28 October - 14 November 2021

NCB: **8 - 12 November 2021 = mini exhibit**

- NCB Shop - wine bags, etc. If you would like to have a copy of the wine bag pattern for your national team to use, please write to:

→ shop@natocharitybazaar.org



NCB Stand

- IFM is donating around **350 pots of honey** to the NCB!
- The honey was harvested from NATO's beehives in August 2021.

From Frédéric Mailleux, IFM:

- ▶ 2021 was a very bad year for honey production in Belgium -- but surprisingly excellent in NATO -- 60 kilos harvested!
- ▶ The NATO site was rated « best site for production » by our beekeeper, Bruno Harmant of **Made in Abeilles**.
- ▶ IFM organises honey workshops, including events related to sustainability.



Social Media

Tanya Borchert
Vice-President



Private FB Group:
reminders of the GAMs,
notifications and news.
320 members



Public FB Page: used for
public news about the NATO
Charity Bazaar. **970
followers**



Instagram:

used to
publish
news and
photos,
like
Tombola
Prize
donations.

**69
followers**



NATO Family Passes & Guests

Tanya Borchert
Vice President

VERY IMPORTANT!

- Make sure your family passes are activated. This is done through your sponsor's office/delegation.
- **Guests can be given access to the Staff Center through your sponsor's office/delegation by submitting form 127 to NOS.**
- **Covid Policy:** we follow NATO's policy - people wishing to attend the National Bazaar Days should be ready to show a valid Covid-safe ticket.

Wishing Tree Project

NCB Board members initiative

Ildiko Incze
Event Coordinator

- Project of NCB Board: aims to provide joy and relief to children in need in the hardest affected regions of Belgium after the floodings in July
- **Target:** max. 200 children from schools from flooding areas, 12 years old or younger.
- **School:** *Ecoles Libres de Pepinster* - Director David Laurent
 - The school will collect wishes and send the list to us
 - There will be only 1 wish per child / max. price: 100 €/gift
- Project team will print out the wishes on ornaments and hang these on five festive trees in the Agora
- NATO employees can pick an ornament and make a wish come true
- We will deliver the gifts to the school for distribution before the Christmas Holidays





#COFFEEBREAK

ONLINE CATALOGUES

Diana Defta
Bazaar Coordinator



Many thanks to Albania, United Kingdom, United States of America,
Switzerland and Canada for submitting their catalogues!!!



- There is **still time** to send your catalogues to coordinator@natocharitybazaar.org
- Not mandatory, but a **very efficient method for promoting and selling your national products**
- 3 layers of **advertising** for the Catalogues:
 - **NATO Charity Bazaar (NCB) Website:** https://www.natocharitybazaar.org/?page_id=4005
 - **NCB Newsletters**
 - **NCB Private Facebook Page**

NATIONAL BAZAAR DAYS 2021

THE SET-UP

Diana Defta
Bazaar Coordinator

TIMELINE:

- ✓ 08:00 - 10:00 - Prepare your stands
- ✓ 10:00 - 18:00 - Open for visitors (bear in mind the lunch window 11:30 - 14:00)
- ✓ 18:00 - 19:00 – Clear & clean all stands

FOR THE NATIONAL STANDS

- ✓ **Feel free to decorate** your own National Stand as festive as you want
- ✓ Remember that **all of the following are strictly FORBIDDEN**: lit candles, open fire, nails, tacks, tape, glue or other damaging materials on windows/walls/interieur/furniture, hanging plates, staples, tables etc.
- ✓ If an **Electrical Device** is needed, be aware that it must be pre-approved
- ✓ **VIDEO & MUSIC in the Staff Centre**: YES, but you must bring your own laptop (the content you want to broadcast must be on your laptop)

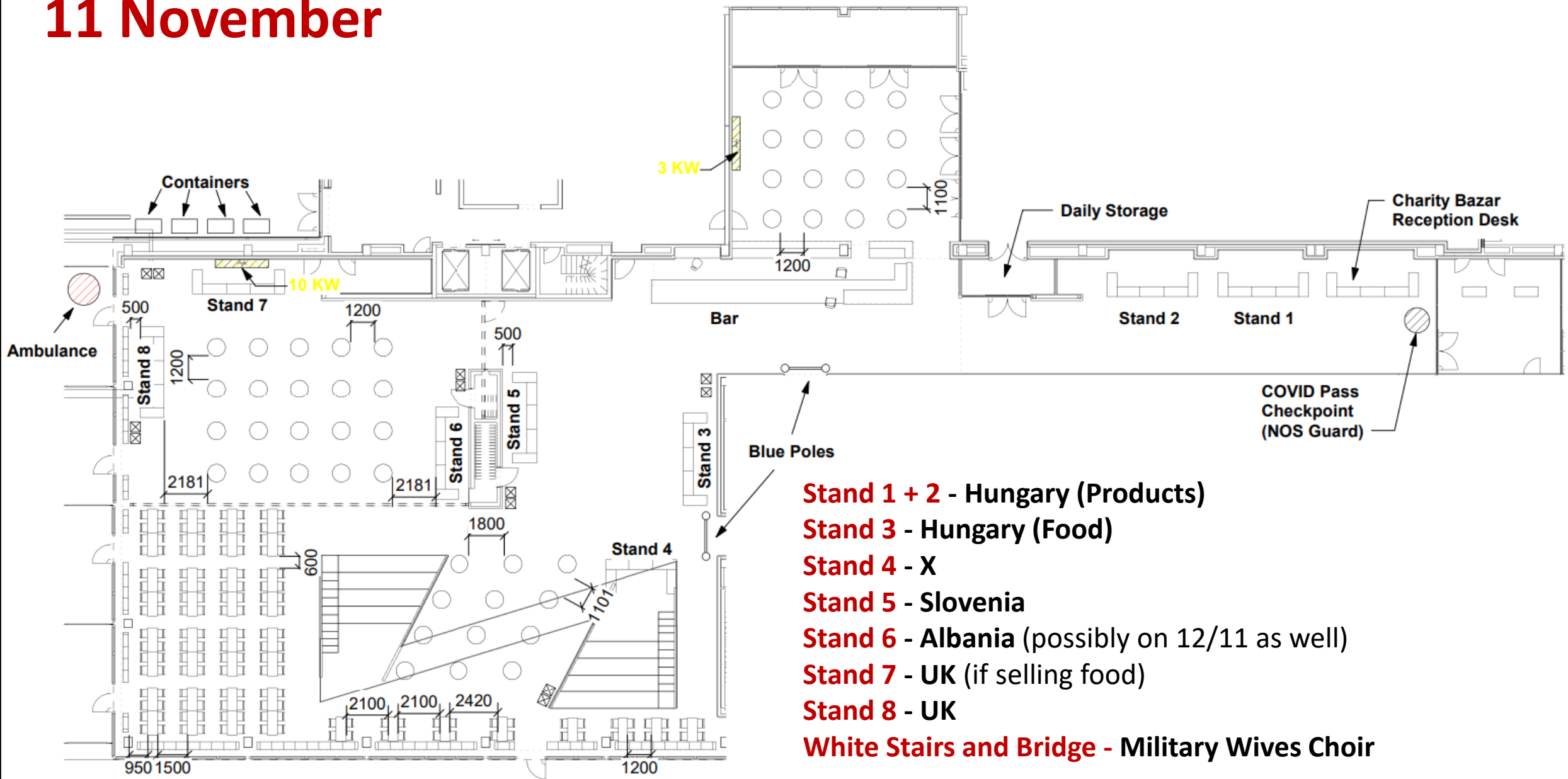
NATIONAL BAZAAR DAYS 2021

THE SCHEDULE

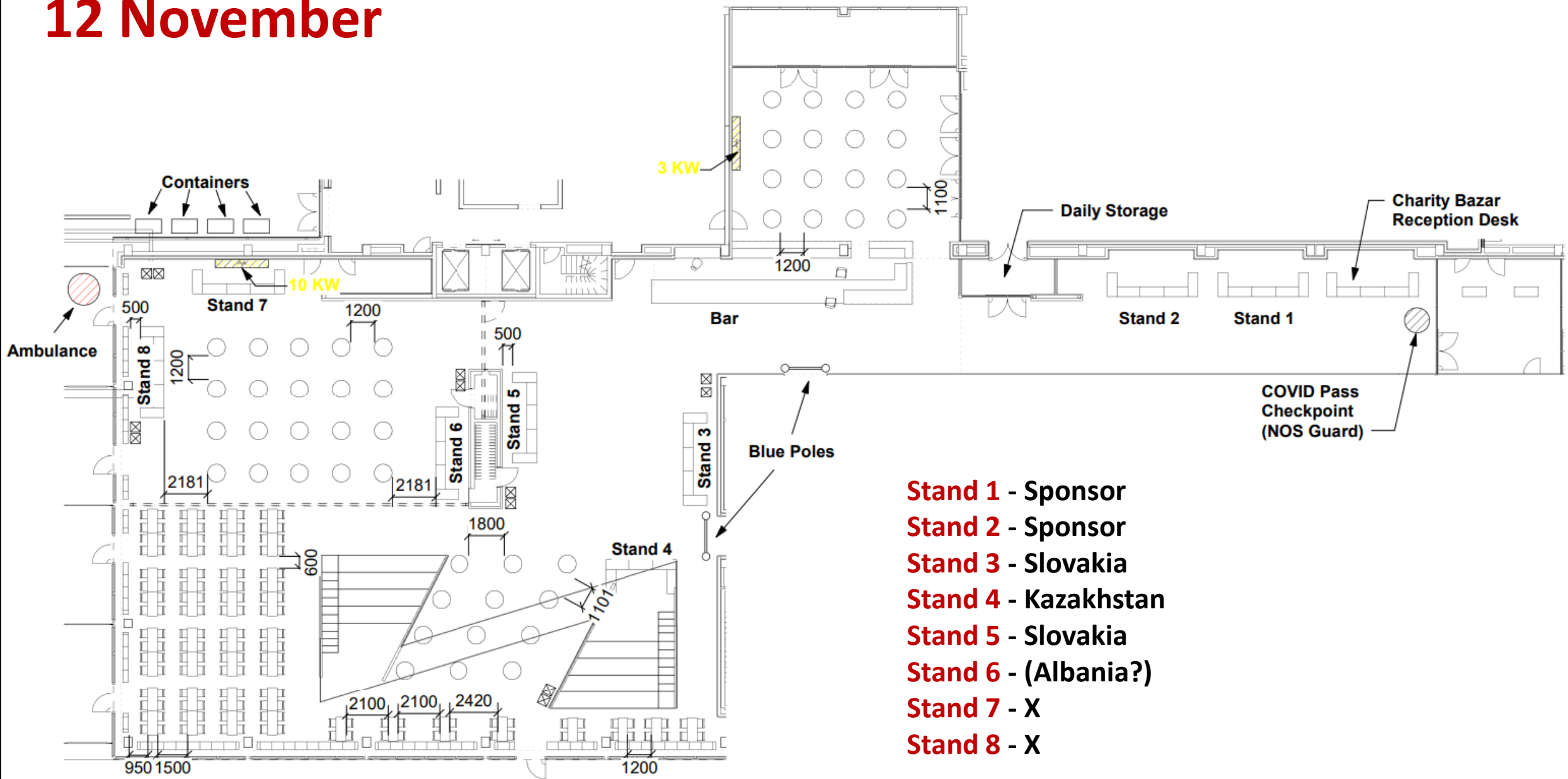
Diana Defta
Bazaar Coordinator

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8/11	<u>9/11</u> BULGARIA FRANCE POLAND SERBIA	10/11	<u>11/11</u> ALBANIA HUNGARY * SLOVENIA UK	<u>12/11</u> KAZAKHSTAN SLOVAKIA *	13/11	14/11
<u>15/11</u> CANADA USA	<u>16/11</u> ARMENIA ESTONIA LATVIA * LITHUANIA *	<u>17/11</u> GEORGIA * PORTUGAL * UKRAINE *	<u>18/11</u> DENMARK * FINLAND NATO International Club (NIC) * NORWAY SWEDEN	19/11	20/11	21/11
22/11	<u>23/11</u> AUSTRALIA * CROATIA NEW ZEALAND * ROMANIA	<u>24/11</u> AZERBAIJAN * BELGIUM GERMANY * GREECE SWITZERLAND	<u>25/11</u> CZECH REPUBLIC NETHERLANDS NORTH MACEDONIA TURKEY *	<u>26/11</u> AUSTRIA ITALY * MONTENEGRO SPAIN *	27/11	28/11
<u>29/11</u> AFTER SALES BY MULTIPLE NATIONS TOMBOLA DRAW 1200 VIP EVENT 1630-1800	<u>30/11</u> AFTER SALES BY MULTIPLE NATIONS	OVERVIEW and GENERAL INFORMATION: <ul style="list-style-type: none"> ➤ 40 NATIONS and NIC (NATO INTERNATIONAL CLUB) have product stands ➤ 15 NATIONS and NIC have Food Stands * ➤ Daily opening hours for sales are 1000-1800 ➤ MAX. 500 people at a time – Covidsafe ticket is mandatory 				

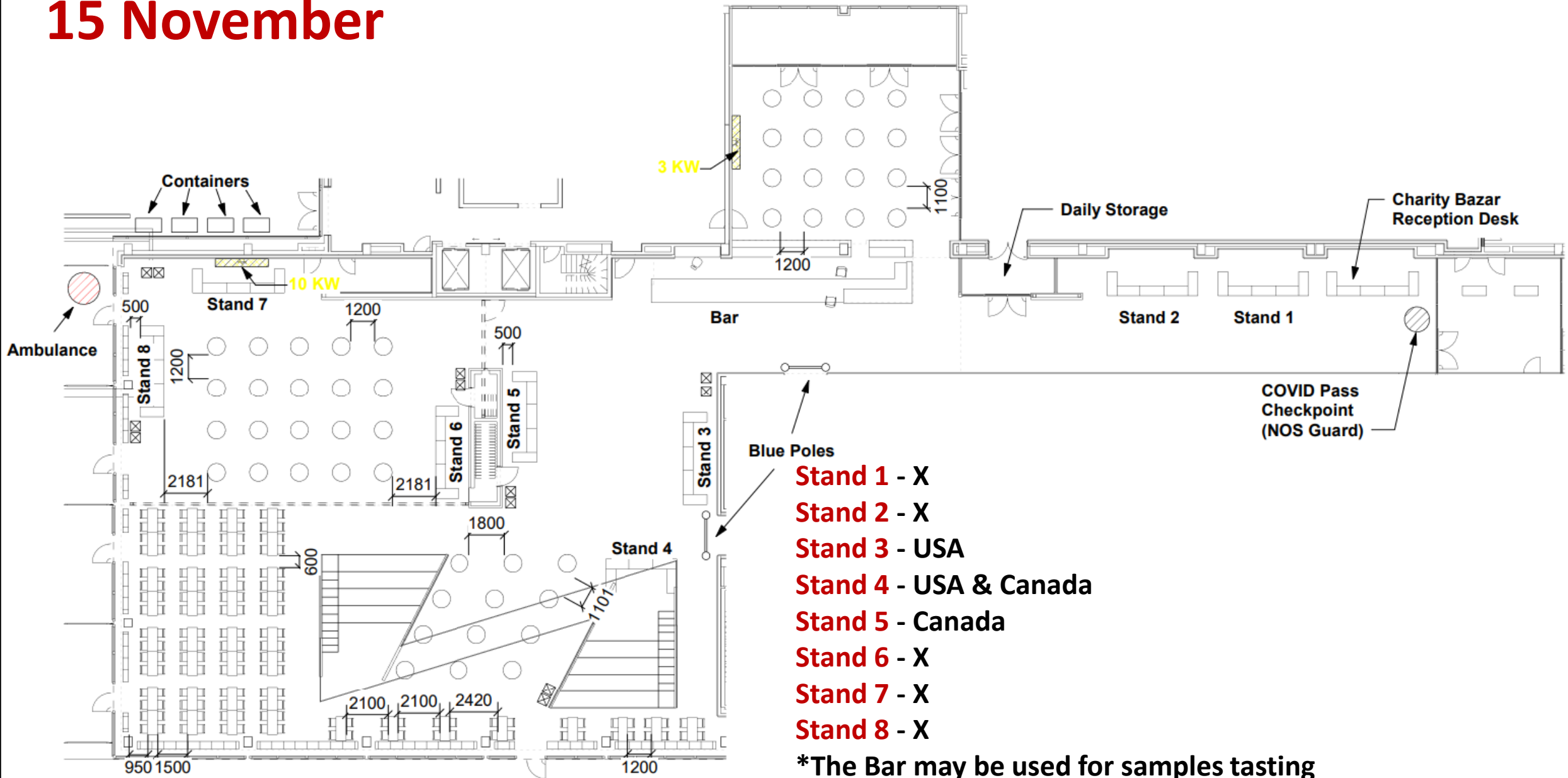
11 November



12 November



15 November

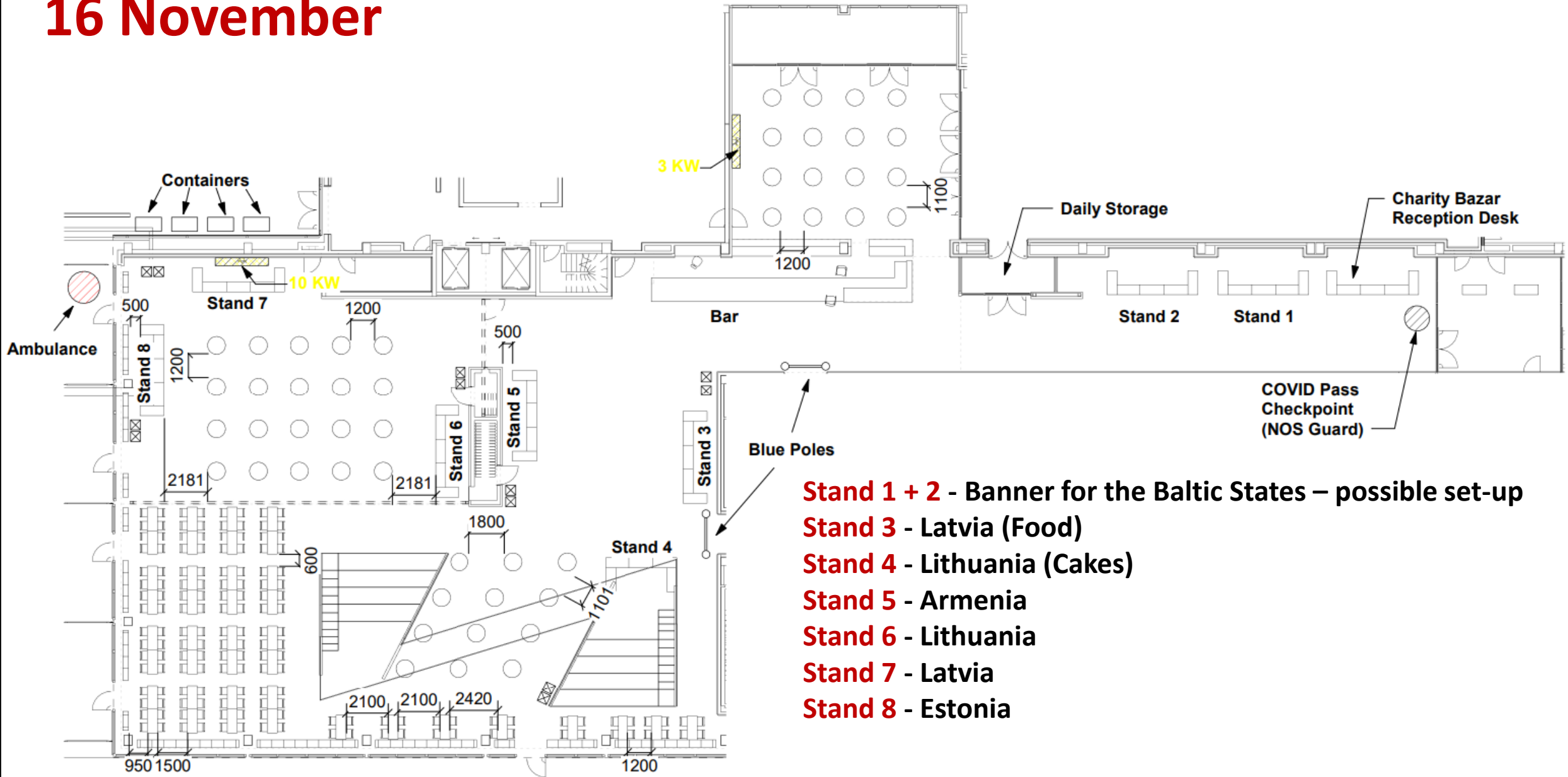


- Stand 1 - X**
- Stand 2 - X**
- Stand 3 - USA**
- Stand 4 - USA & Canada**
- Stand 5 - Canada**
- Stand 6 - X**
- Stand 7 - X**
- Stand 8 - X**

***The Bar may be used for samples tasting**

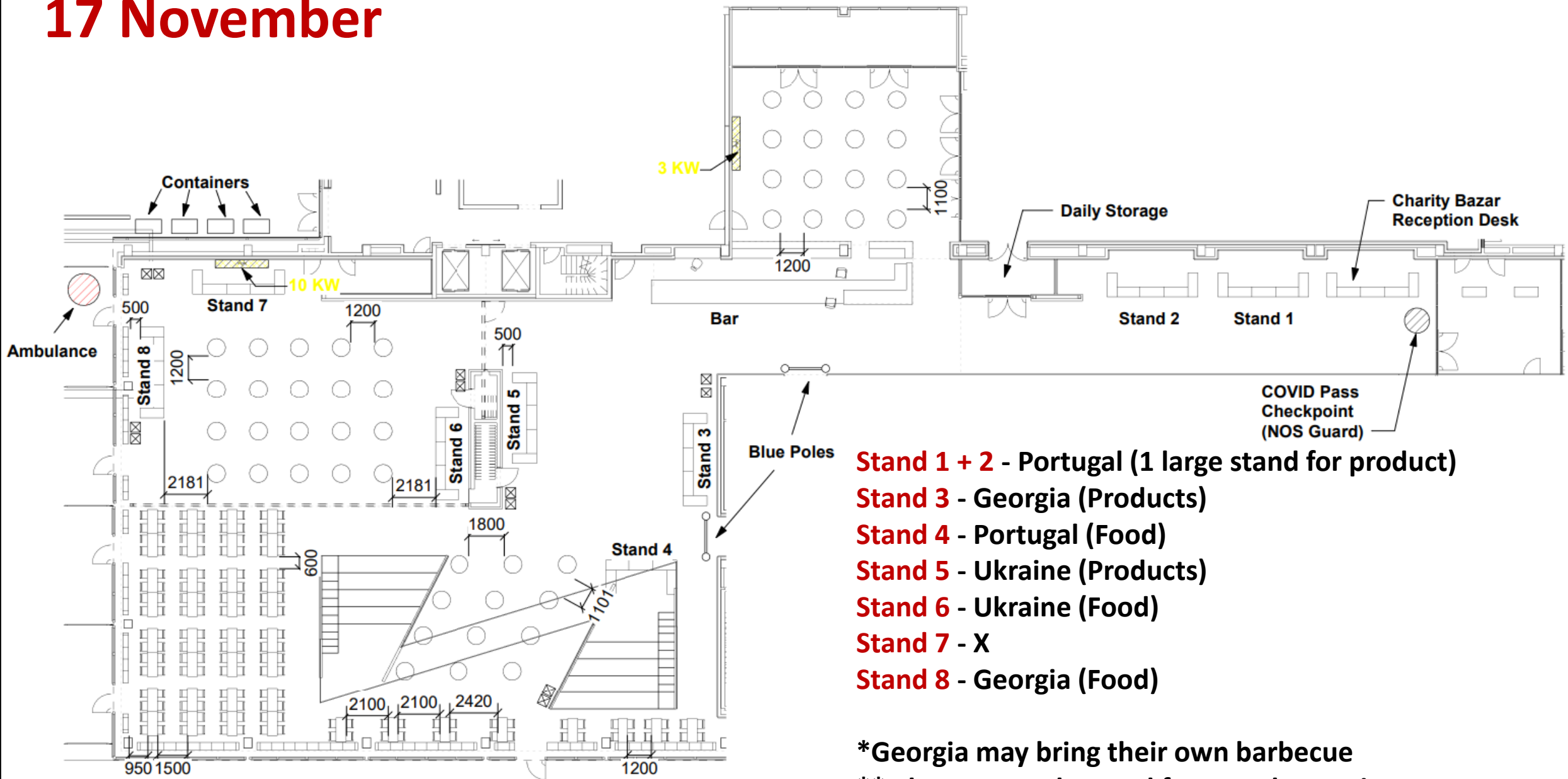
**** Aramark will provide lunch options to be sold at the Bar**

16 November



- Stand 1 + 2** - Banner for the Baltic States – possible set-up
- Stand 3** - Latvia (Food)
- Stand 4** - Lithuania (Cakes)
- Stand 5** - Armenia
- Stand 6** - Lithuania
- Stand 7** - Latvia
- Stand 8** - Estonia

17 November

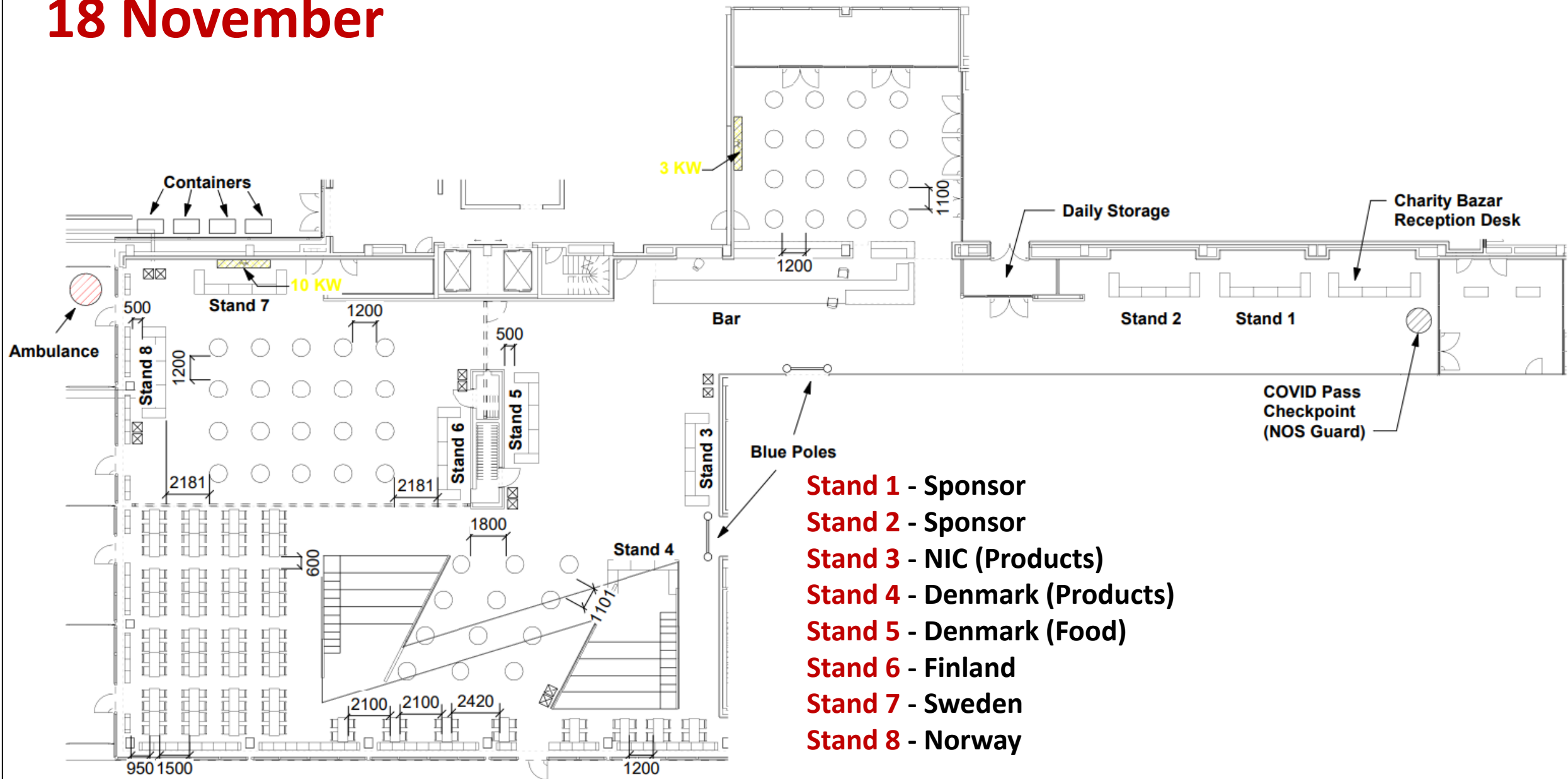


- Stand 1 + 2 - Portugal (1 large stand for product)**
- Stand 3 - Georgia (Products)**
- Stand 4 - Portugal (Food)**
- Stand 5 - Ukraine (Products)**
- Stand 6 - Ukraine (Food)**
- Stand 7 - X**
- Stand 8 - Georgia (Food)**

*Georgia may bring their own barbecue

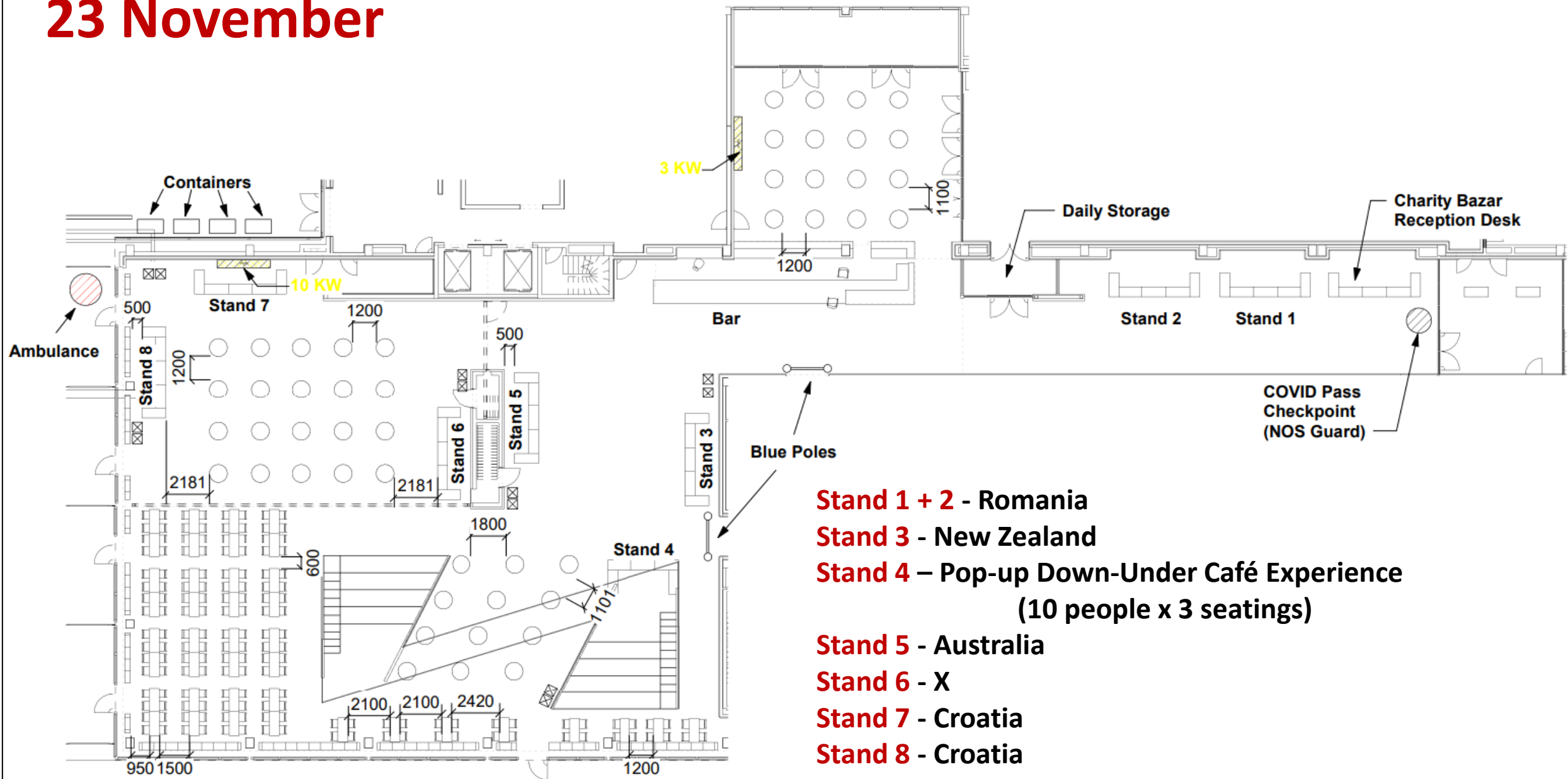
** The Bar may be used for samples tasting

18 November

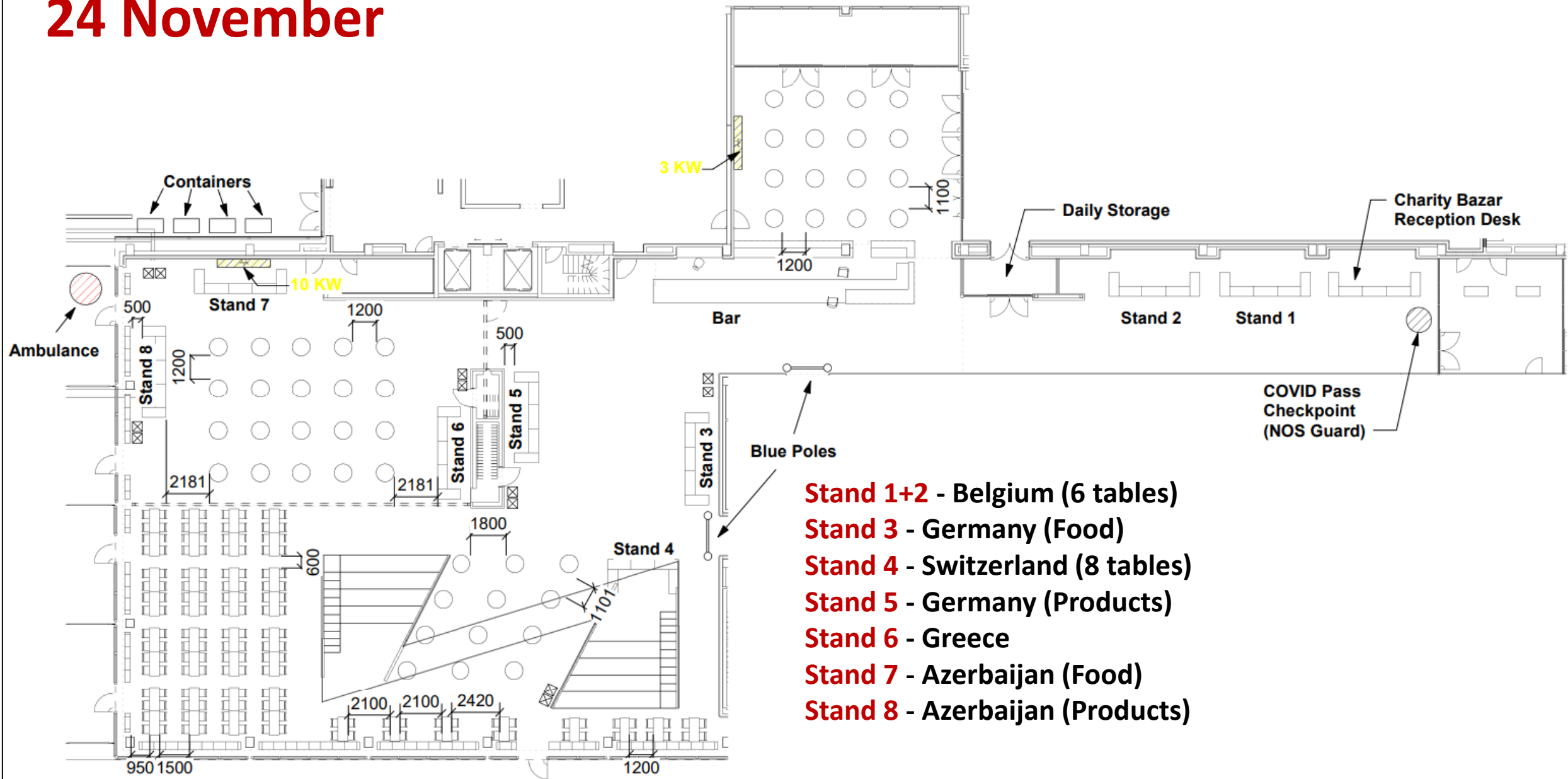


*The NIC and Norway will use the Bar for food

23 November

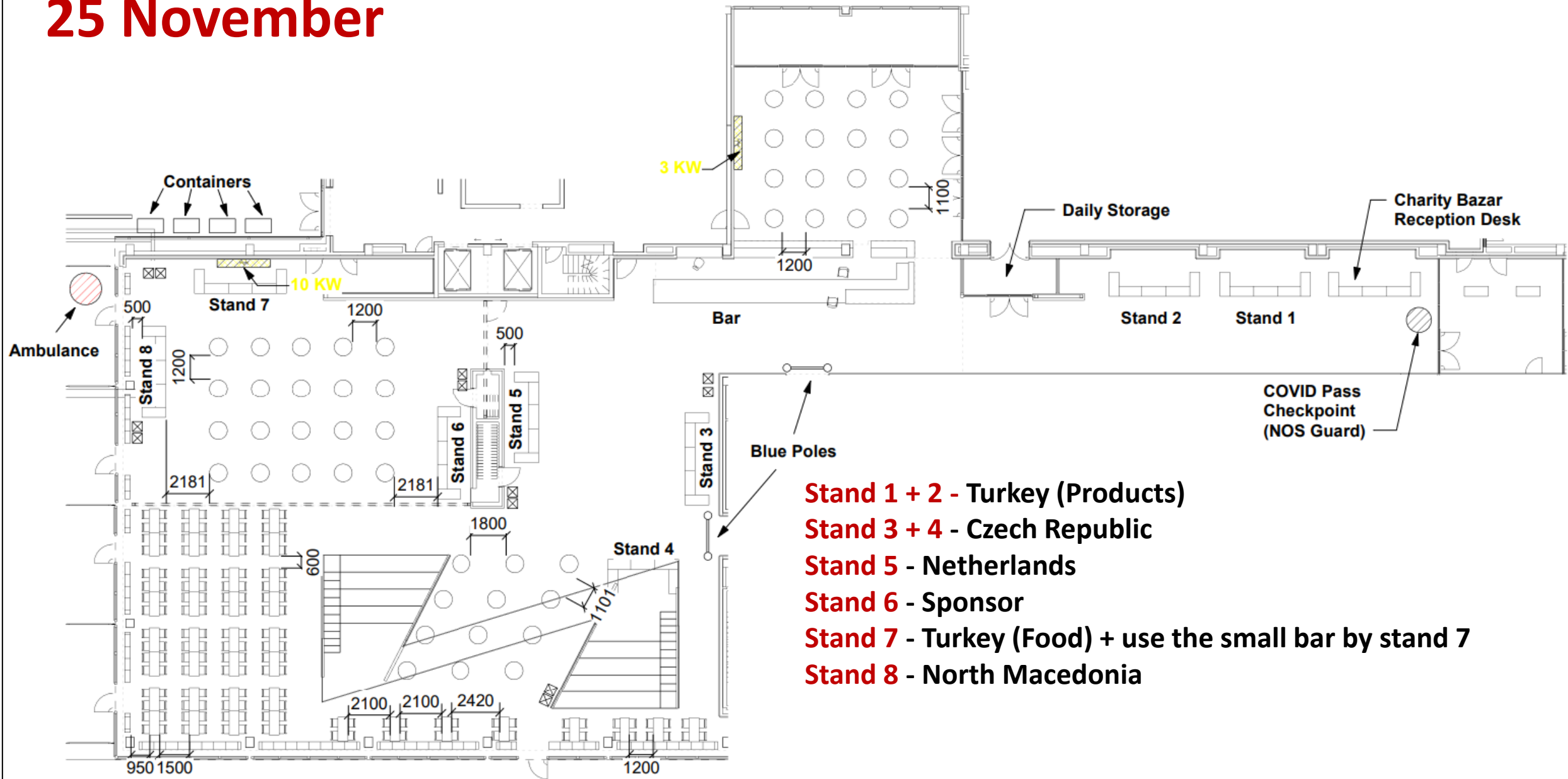


24 November



- Stand 1+2** - Belgium (6 tables)
- Stand 3** - Germany (Food)
- Stand 4** - Switzerland (8 tables)
- Stand 5** - Germany (Products)
- Stand 6** - Greece
- Stand 7** - Azerbaijan (Food)
- Stand 8** - Azerbaijan (Products)

25 November



Stand 1 + 2 - Turkey (Products)

Stand 3 + 4 - Czech Republic

Stand 5 - Netherlands

Stand 6 - Sponsor

Stand 7 - Turkey (Food) + use the small bar by stand 7

Stand 8 - North Macedonia

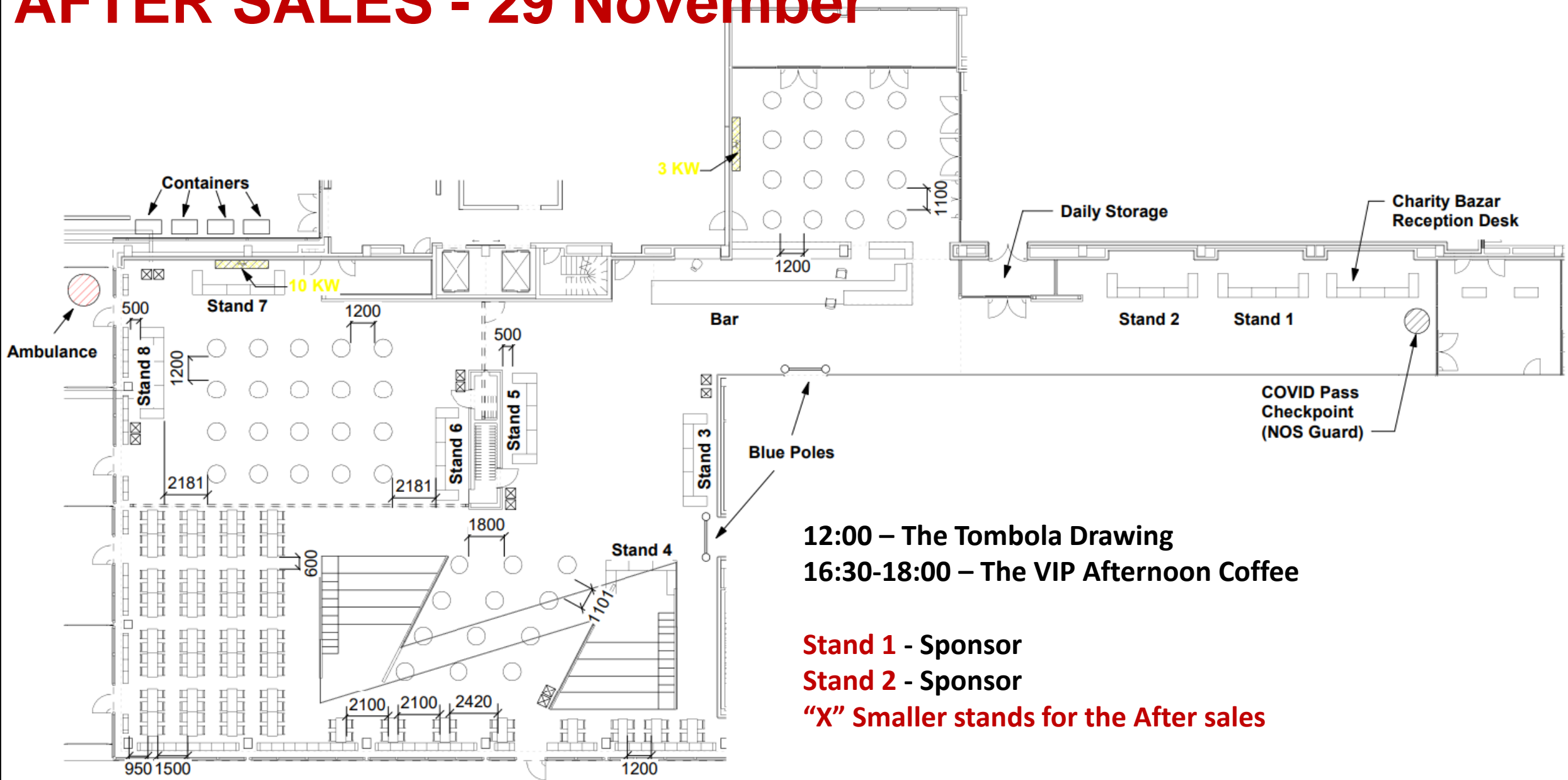
NATIONAL BAZAAR DAYS 2021

THE AFTER SALES

- **29 November – 10 requests**
- **30 November – 17 requests**

- **TIMELINE:** 10:00 – 18:00 (set-up between 08:00-10:00)
- **DEADLINE** to sign up for the After Sales: ***NLT the day after your Bazaar day is over***
- **SET-UP:** one small stand/ 1-2 tables per nation (depending on how many nations will participate)

AFTER SALES - 29 November



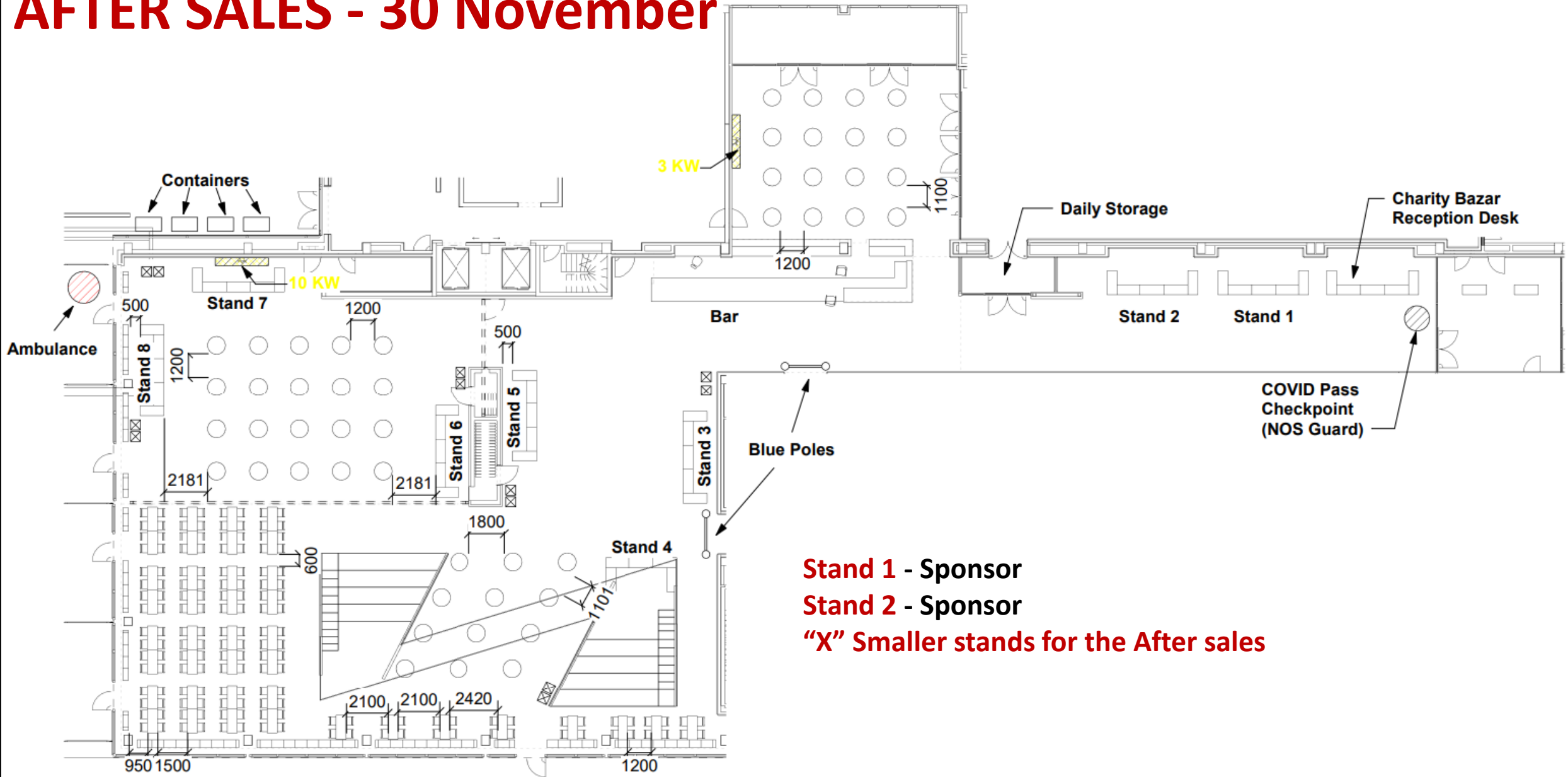
12:00 – The Tombola Drawing
16:30-18:00 – The VIP Afternoon Coffee

Stand 1 - Sponsor

Stand 2 - Sponsor

"X" Smaller stands for the After sales

AFTER SALES - 30 November



Stand 1 - Sponsor

Stand 2 - Sponsor

"X" Smaller stands for the After sales

THE COOK BOOK

CURRENT STATUS

- **Participants:** 28 nations with 56 recipes
- All the recipes have been sent to the Graphics
- We anticipate a small delay in the printing process due to a manpower issue
- Probably, we will postpone the sales a couple of days



National Bazaar Days 2021

Restaurant stands - Think smart, keep it simple

Hanne Jørgensen
President

☐ ITEMS TO REMEMBER

- JUST IN TIME deliveries of Food & Beverages
- BYO equipment (pots, pans, etc.) – IF loan – MUST request
- BYO cleaning equipment, detergents, towels, cloths, etc.
- BYO plates, cutlery, cups, etc.
- Stands, kitchen & bar area to be cleared & cleaned NLT 1900
 - DIY – or pay for it
- All nations with Restaurant Stands may expect to be contacted by us to double-check everything



National Bazaar Days 2021

Restaurant stands - Think smart, keep it simple

Hanne Jørgensen
President

☐ ARAMARK KITCHEN WALK THROUGH TODAY:

- **13:00 in the Staff Centre**
- **Meet at PR Stand 12:50 sharp**
- **Only Nations with Restaurant stands**
- **Max. 2 people per Nation**
- **Next – and last – opportunity 8th of November**
(TBD)



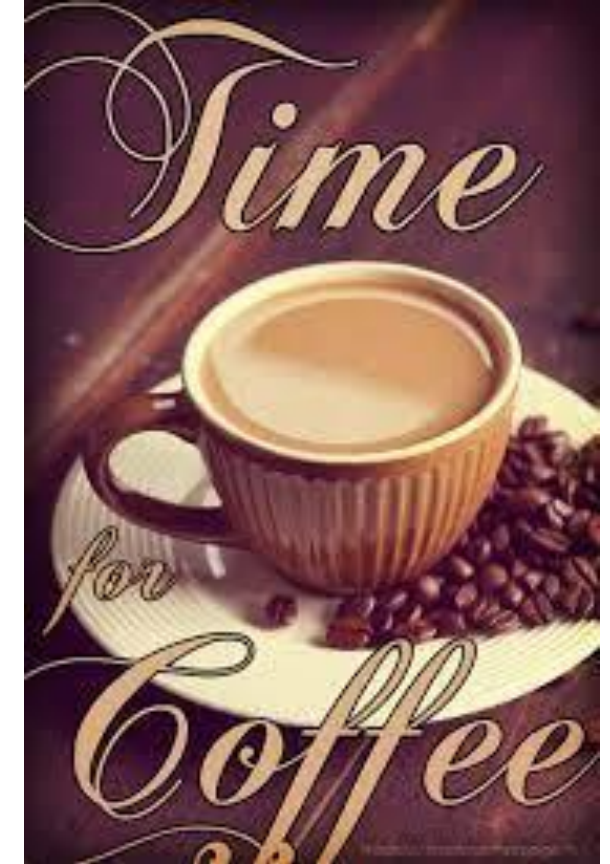
National Bazaar Days 2021

Restaurant stands - Think smart, keep it simple

Hanne Jørgensen
President

☐VIP Afternoon Coffee on 29th of November:

- Germany & NATO Charity Bazaar are co-hosting
- Aramark are sponsoring all equipment needed
- Location will be the Staff Centre
- Invite only – 2 per Nation – invitations ready shortly
- We need your help with names
- We need your help passing out the invitations
- Begins at 16:30 – ends at 18:00
- An opportunity to thank our sponsors



National Bazaar Days 2021

Hanne Jørgensen
President

Your Questions?

AOB

Hanne Jørgensen
President

**We need your help with gifts for the many kind helpers
at NATO HQ – 2 per nation**

**Next NCB Newsletter on Thursday 28th of October –
please share with your team members**

**Check your inboxes later – slides from today – the minutes will
be sent to you as soon as possible**

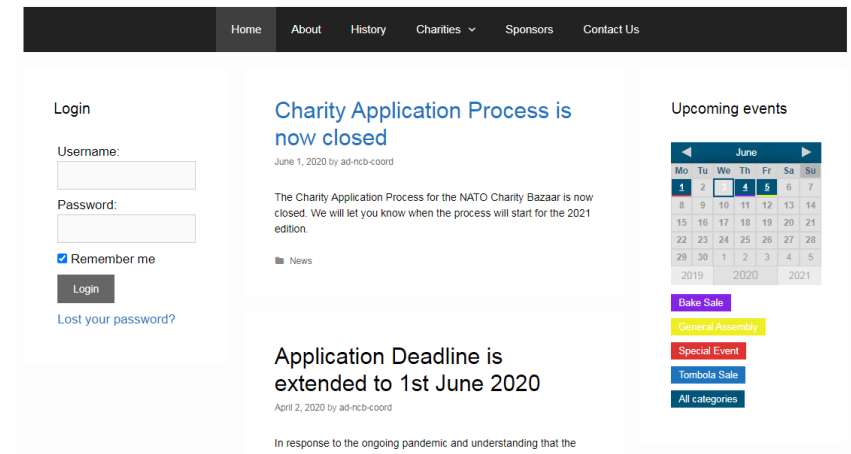
WEBSITE LOGIN

Documents and information is available on our website:

<https://www.natocharitybazaar.org/>

Instructions on how to access the sub-site for NRs, ANRs (incl. password) are attached to the GAM invitations

In case of problem or questions, please contact: web@natocharitybazaar.org



CONTACTS

- **President**, Hanne Jørgensen | president@natocharitybazaar.org
- **Vice-President**, Tanya Borchert | vice-president@natocharitybazaar.org
- **Treasurer**, Serge Devynck | treasurer@natocharitybazaar.org
- **Secretary**, Eleanor Braithwaite | secretary@natocharitybazaar.org
- **Charity Team**, Monica Fornari, Karine De Koninck, Ashley Roche, Frank Ramaekers, Kati Schmidt, Serge Devynck | charity@natocharitybazaar.org
- **Bazaar Coordinator**, Diana Defta | coordinator@natocharitybazaar.org
- **Restaurant Team**, Yurii Shenchuk, Eleonora Colonna | restaurant@natocharitybazaar.org
- **Tombola Coordinator**, Tanya Borchert, Yurii Shenchuk | tombola@natocharitybazaar.org
- **Sponsor Coordinator & Webmaster**, Lara Ronayne Casimiro | web@natocharitybazaar.org
- **Membership Coordinator**, Olivia Ronayne Casimiro | membership@natocharitybazaar.org
- **Guest Coordinator**, Eleonora Colonna | guest-coordinator@natocharitybazaar.org
- **Event Coordinator**, Ildiko Incze | event@natocharitybazaar.org

**THANK
YOU!**