



NCB GAM: Tuesday 26 October 2021
0915-1130

President, Hanne Jørgensen

- **Opening words & Roll call**
- **Approval of minutes from the General Assembly Meeting on 28th of September 2021**

One country voted 'No' to the minutes. Some countries unavailable to answer.

- **Welcome and Farewell to members**

One farewell from Poland. Thank you certificates will be sent.

- **Welcome to new members.**

Suggestion to create National emails. For continuity and ease of handover.

Charity Team, Monica Fornari

- **The charities we are all working to support this year**

Our challenge is to raise money to fund the most projects (their minimum amount).

26 international projects; 8 Belgian projects.

Information on the charities to be found in the NCB newsletters (sent out twice per month)

Wishing Tree project introduced. A wishing Tree will be placed outside the NATO Conference Centre entrance. Wishes will be sent from the affected school in Pepinster to us, we will write them on card baubles and place the wishes on the tree.

NATO staff can then choose a wish (maximum 100 EUR) and fulfil it, delivering the gifts to the NCB. The NCB will then deliver these gifts to the school.

Guest Coordinator, Eleonora Colonna

- **Guest & Visitor access to the Bazaar Days (incl. SHAPE access)**

Each permanent NATO staff member can escort up to 4 visitors.

Access is a delegation process → 48 hours ahead of time. Hanne will confirm the 48 hours window to you all in an email.

SHAPE cards can be exchanged at the Guard House South, so there shouldn't be a problem with using them.

For delivery access → also a delegation process. NOS Portal; email NOS. Entrance through the North Gate.

Question asked regarding SHAPE: if they exchange their passes at Guard House South, can they the jump in their cars and drive up to the Sports Centre? The Board will get back to you on this question.

- **Max. 500 people and Covidsafe Ticket mandatory**

COVID passports must be brought by all visitors and all organizers. If you're not vaccinated, you need proof of a PCR test or a recovery certificate.

If you have a COVID pass that isn't Belgian, that's ok. NATO accepts COVID passes from Partner countries if the pass is recognised in that country.

We will keep up to speed with the latest COVID regulations.

Treasurer, Serge Devynck

- **Financial update**

See slide for details on bank numbers.

- **How & When to transfer funds**
- **Bank address for in-person payments**

See slides for thorough details.

1. Transfer funds

Please be aware this may cost a banking fee eg some banks when you bring cash take a fee.

A question: can we shorten the banking reference? Serge will look into this.

Suggestion to create dedicated National bank accounts. For continuity and ease of handover. This will prevent you needing to mix your personal account with NCB funds.

2. Accounting form
3. Email to us

Tombola Coordinator, Tanya Borchert

- **Update on ticket sales & prizes AND the Tombola Draw 29/11**

Time of tombola draw changed to accommodate the VIP Event → the draw will be at high noon on 29 November.

Tanya will be writing to you about delivering the prizes. Deadline: Friday 26 November.

Extra tickets: please send any leftover tickets back to us. Thank you to nations who have already sent us their leftover tickets.

- **NCB Shop, NATO Honey Sales & SoMe updates**

We're participating in the poppy appeal. These will begin to have a presence on the NATO PR stand.

France would also like to share the space for selling remembrance cornflowers. France will get in touch with the NCB.

IFM are donating 350 jars of honey to the NCB. This was harvested in August 2021 on the NATO site. To note: IFM will continue to have workshops etc on their sustainability effort.

Social Media: if anyone would like to be part of our groups, please get in touch.

- **NATO Family Passes**

Make sure your family passes are activated.

Guests can be given access through your sponsor's office/delegation → Form 127 to be sent to NOS.

Partner countries need to send an email to the NOS Office (email on the slide).

Covid policy: we follow NATO's Covid policy.

Event Coordinator, Ildiko Incze

- **Wishing Tree Project**

Further information on the project.

There will be 1 wish per child: e.g. clothing – with size; Shoes/Boots with size; Toys, Books, Coat with size, books, notebooks, etc.

We will offer a maximum of 200 total gifts of max: 100 €/gift. The children making a wish must be 12 years old or younger.

IFM are supporting us with this by sponsoring the trees and decorations.

We hope to carry on this project for future years, to aid the Host Country.

Bazaar Coordinator, Diana Defta

- **Status on National Catalogues (how many, where to find them)**

Many thanks to the countries who have already submitted their catalogues.

If you have time to create catalogues, please send to Diana (email on slide). No deadline, but the sooner the better.

These are not mandatory, but they're beneficial to help advertise your goods.

How do we advertise your catalogues? Via the NCB newsletter, website, and social media sites.

The nations can always advertise their own catalogues too.

A question: the catalogues aren't clearly visible on the website. We will discuss with our webmaster.

- **Day-by-day overview of the Bazaar Days and the timeslots**

8am – 10am: prepare stands.

10am – 6pm: open for visitors. *Lunch window: 1130-1400.*

6pm-7pm: clear and clean all stands.

Feel free to decorate your stands as you wish. Please note there are forbidden items eg lit candles.

Electrical devices: these must be pre-approved. We are allowed to plug in, but we need to have approval from the Fire Chief. Submit an email to Diana and Hanne with details about the device eg voltage.

The only things you can plug in without prior approval: mobile phones and personal card readers.

Video and music: bring your own device with the media you wish to share.

Stands: see plans (on slides). Stands are numbered.

Aramark will provide some lunch options to be sold at the bar area.

We selected your table based on information you provided in the Participation Questionnaire eg if you need a large stand (stands 1 & 2).

Some nations requested the bar area, so their stand is near the bar.

If you wish to change the location of your stand, please get in touch with Diana and the country you might wish to swap with.

- **After Sales Dates and times – deadline to sign up for them**

Deadline: the day after your bazaar day.

We will not be able to accommodate a specific place for each country for the after sales.

After sales: 29 and 30 November. 10 am – 6pm open.

- **Update on the Cook Book Project**

All the recipes have been proofread and edited.

Staffing issue in Graphics → we anticipate a small delay in having these ready.

President, Hanne Jørgensen

- **Restaurant stands and items/procedures to remember**

Bring food the day before: 6pm – 7pm.

Bring your own everything as far as you possibly can, including cleaning wipes, spray etc. bring your own cups, glasses too etc. We are trying to get big cleaning items from Aramark eg vaccum

If you loan equipment, you must request this from Aramark.

You can use the fridge, ovens, dishwasher.

You might want to begin clearing up after the lunch period.

- **Walk through today – meet 12:45 by PR stand – 2 per nation max.**

Second walk through: 8 November. Please email Hanne to sign up.

- **VIP Event 16:30-18:00 on the 29th of November – Who/How**

Hosts: Germany and NCB. 29 November 1630-1800.

Aramark are sponsoring the equipment needed.

Invite only: 2 per Nation.

We will contact you about preparing the invitations and sending them out.

President, Hanne Jørgensen

- Any other Business & Closing

We need your help with gifts for the many kind helpers at HQ – 2 per nation. Wine perhaps, or a small cultural gift.