



8 September 2022

GENERAL ASSEMBLY MEETING

Start Time:
9.15 sharp

OPENING & WELCOME

Tanya Borchert
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 the 7th of June, 2022
- **QUESTIONS:**

In the Room – Please raise your hand; ***note microphones and earpieces!***

ZOOM - Please use the "chat" to tell us you have a question:

 - (1) Write your "nation name" only in chat
 - (2) Questions are possible after agenda items AND also at the end

Members farewells

Mette Østergaard Pedersen
Membership Coordinator

Albania

- 2nd ANR Kurt Zhugri

Armenia

- NR Marina Hovhannisyan

Bulgaria

- ANR Dinko Dinev

Canada

- NR Elena DeCurtis

Members farewells

Mette Østergaard Pedersen
Membership Coordinator

Czech Republic

- 2nd ANR Stanislava Jiresova

France

- NR Elisabeth Markart

Kazakhstan

- ANR Naziya Osmonkulova

Members farewells

Mette Østergaard Pedersen
Membership Coordinator

Montenegro

- ANR Tijana Turkovic

Slovenia

- NR Tanja Kopač Mozetič

USA

- ANR Cindy Noe
- 2nd ANR Munsun Cox

Welcoming members

Mette Østergaard Pedersen
Membership Coordinator

Albania

- NR Tatjana Pujo

Armenia

- NR Lianna Mkrtchyan

Bulgaria

- ANR Vladimir Irinkov

Canada

- NR Simone Pamplin

Welcoming members

Mette Østergaard Pedersen
Membership Coordinator

Finland

- NR Katja Seppä
- ANR Sari Bäcklund-Kajanmaa

France

- NR Bénédicte Goisque

Kazakhstan

- ANR Meruyert Kulatayeva

Welcoming members

Mette Østergaard Pedersen
Membership Coordinator

Serbia

- ANR Snežana Nikolić

Slovenia

- NR Nataša Mikuž

Sweden

- 2nd ANR Anna-Karin Boman

USA

- ANR Kristy Smith

Membership forms

Mette Østergaard Pedersen
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

NATIONAL EMAILS

Creating a generic email account will:

- Easier handovers/takeovers within your national team
- Centralise information and coordination; streamline the point of contact
- **Please always SHARE the NCB information with your teams!**
- **Please check your settings**, so that mail arrives!
 - ◆ *(hotmail, gmail seem to be easier than mfa, mil or gov addresses)*
- Looking into why some messages go through and others don't
 - ◆ *(will use date + topics of previous messages & FB private group)*
- **Please do not reply to Postmaster**

EXAMPLES OF NATIONAL EMAILS

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

Social Media

Tanya Borchert
President

NCB Social Media = FaceBook & Instagram

Private Facebook group:
used for reminders,
notifications & news.

329 members



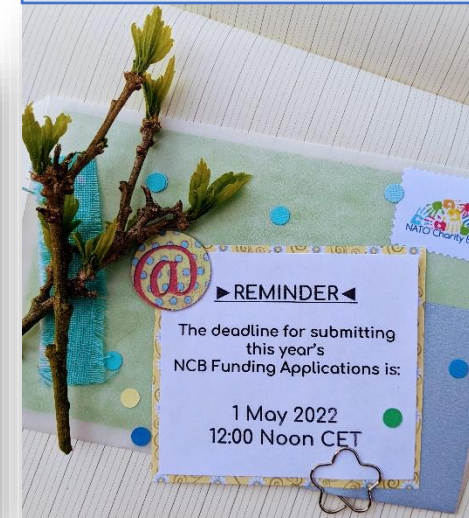
Public Facebook page: used for
publishing news to the public;
anyone can follow this page

1,035 followers



Instagram: used for
publishing news & photos –

71 followers



Frequently Asked Questions

Tanya Borchert
President

- ◆ Based on feedback from the Members, we have created a new document called **“FAQ: Frequently Asked Questions”**
Thank you very much to Žaneta Baltrėnienė of LITHUANIA for the great help & also excellent suggestion of the name FAQ!
- ◆ **FAQ was sent out after the 7 June GAM**, together with the ppt slides.
→ Please let me know if you would like to receive a copy of FAQ.
- ◆ **The NCB Board is always ready to hear from you!**
If you have a concern (*i.e. bank transfers in December*) please tell us – don’t wait!
- ◆ **Thank you to those who have shared their thoughts about what is possible for NCB 2022.**
 - ongoing security situation + local resources = innovation (without pressure)
 - “What CAN I do?”
 - EVERYTHING counts

Advertising Events

ADVERTISING NCB EVENTS

- All requests for advertising NCB-related events should go through the NCB Board, as requested by the NATO Communications Office.

“Insider News In Brief brings you all the latest NATO HQ news, events, trainings, and announcements on a bi-weekly basis. Everything you need to know all in one place! Visit the Magellan Intranet for more regular updates!”



2022 Guest Access for the NATO Charity Bazaar

Every year the NCB has requirements for inviting volunteers to help work at the stands or special guests to visit the stands on Bazaar Sunday, (20 November 2022).

Each year is slightly different, based on a variety of factors.

Here to help us understand what is available to the NCB in 2022 for Guest Access:

- Mr. Patrick Lambert, NOS (Special Events Coordinator, Head Planning Office)

Financial update (07/09/22)

Serge Devynck
Treasurer

NCB Financial Report (as of Sept 7th)

Savings account: +2805€

Changing NCB bank account 2022 - Still ongoing

Suggestion to open a bank account as nation NCB NR:

- no need to use your private account for bazaar related payments/invoices

Financial update (07/09/22)

Serge Devynck
Treasurer

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

Serge Devynck
by e-mail at
treasurer@natocharitybazaar.org



Charity Process 2022

Monica Fornari
Charity Team Leader

Charity Timeline

- April 1 - May 1 at 12.00 CET - window for accepting applications for Charity Projects. Each application has been forwarded to the appropriate coordinator.
- May, June, and July: Review of all applications for completeness, ensuring all requirements are met. All of the applications are reviewed by the NCB Board. The Charity Team can accept up to 35 applications only, with only 2/country except for Belgium, per our Internal Regulations and Statutes. This ensures we are able to assist as many projects as possible from as many countries as possible.
- July and August: All Charities are notified, via email, with either Non-Funding or Possible Funding letters; Charity Pre-Briefing Booklets will be distributed to all National Representatives in preparation for the September GAM.

Charity Process 2022

Monica Fornari
Charity Team Leader

Charity Timeline

- September: We anticipate voting via Survey Monkey online. This virtual way of voting ensures correct tabulations of all of the votes and ensures all NR's can vote, even if they are not in Brussels at the time.
- December: The Board meets after the Bazaar to distribute the funds. Thirty-five percent of monies raised will be distributed to the Belgian Charities with the other sixty-five percent of monies raised distributed to the International Charities. All charities notified, via email, of funding and the amount. In the case that we cannot support all charities, emails will be sent to those we are unable to fund.
- January 2023: Hybrid Donation Ceremony

Charity Process 2022

Monica Fornari
Charity Team Leader

Belgian Charities

3 projects from 4 organizations

International Charities:

18 projects from 24 organizations

- ▶ Applications were rejected for the two-applications-per-country rule, and others were not eligible based on the criteria stated in the application.

Charity Process 2022

Monica Fornari
Charity Team Leader

The list of eligible candidates is presented in two pre-briefing books e-mailed to you recently:

- 2022 Belgian Charities Pre-Briefing Book
- 2022 International Charities Pre-Briefing

Pre-Briefing Books

Content was compiled from the information each charity provided on the funding application.

For each charity you will find:

- the focus group
- target number
- a summary of the project
- the amount of money requested

Charity Process 2022

Monica Fornari
Charity Team Leader

Each nation will be asked to rank the charities:

- **1 through 3 for Belgian Charities**
- **1 through 18 for International Charities**

#1 is the first choice = highest priority

#3 (Belgium) or 18 (International) are last choices = lowest priority

Each Countries' National Representative (NR) must vote by
12h00 on 9 September

***Only online votes will be accepted**

***1 vote per Nation**

Charity Process 2022

Monica Fornari
Charity Team Leader

Rank charities 1-3 (Belgian) and 1-18 (International)

- Survey Monkey will automatically calculate the overall rank score based on the responses each country has given.
- The charity with the highest rank score has the highest priority for funding.
- In the event of a tie, the charity with the most 1's will get priority. If the number of 1's is the same, the number with the most 2's will get priority, and so on.

Charity Process 2022

Monica Fornari
Charity Team Leader

2022 NATO Charity Bazaar ASBL Ranking Vote

- **VOTING LINK:**

<https://www.surveymonkey.com/r/NCBVote2022>

- All fields are mandatory
- Your nation will be contacted if you have not submitted a vote by the deadline or if there are multiple votes for your country
- Review your selections carefully!

* 1. Which Country do you represent?

2. First and Last name

* 3. Email Address (so we can contact you if there is an issue)

* 4. On a scale of **1** through **3** rank the BELGIAN Charities, where **1** is the charity with the *highest priority* and **3** is the charity with the *lowest priority*. Please see the charity briefing booklet for the complete

Charity Process 2022

Monica Fornari
Charity Team Leader

- **VOTING LINK:**

<https://www.surveymonkey.com/r/NCBVote2022>

- You can individually select which charity is your first priority
 - OR
- You can drag and drop in the order you have chosen and it will automatically fill in the rank for you
- List the numbers on a sheet of paper and double-check to be 100% certain
- Do not forget to submit at the bottom for your vote to be counted!

* 4. On a scale of **1** through **3** rank the BELGIAN Charities, where **1** is the charity with the *highest priority* and **3** is the charity with the *lowest priority*. Please see the charity briefing booklet for the complete description of each charity.

Format of choices: CHARITY NAME - PROJECT NAME (**NUMBER IN BRIEFING BOOK**)

☰	1	Spina Bifida & Hydrocephalus - Semaine d'apprentissage (2)
☰	2	Le Rayon d'Espoir; Aide Alimentaire aux enfants de la Gasca (1)
☰	3	Instituut voor Poolse Taal en Cultuur - Developing of cultural identity (3)

OK

Charity Process 2022

Monica Fornari
Charity Team Leader

- Once the voting process is complete, two board members will review the results. Members can request the results be sent to one NR to verify the findings.
- Results will be exported to an Excel spreadsheet, printed, and stored in an envelope for at least two years.
- Only the Executive Board (the President, the Vice-President and the Treasurer) will have access to the physical results and the Charity team will have access to the online results which is password protected.

**The final result of the vote will be announced at the next
General Assembly meeting.**

Questions?

Monica Fornari
Charity Team Leader

Any comments or questions?

You are always welcome to write to:

charity@natocharitybazaar.org

with any questions related to the charity selection process



#COFFEEBREAK

THE NATO CHARITY BAZAAR 2022

Diana Defta
Bazaar Coordinator

- **SUNDAY, 20 NOVEMBER 2022 – THE BAZAAR DAY**
- **19th November** – set-up day (perhaps Pre-Sales day also)
- According to all the responses received from you, the Bazaar will have **36 participating nations + NIC** and **16 nations with a restaurant stand**
- Waiting for an answer from France, Greece, Kazakhstan, Montenegro and the United States of America

****The Participation Questionnaire is in your inbox from Postmaster emails in August*



THE NATO CHARITY BAZAAR 2022

Diana Defta
Bazaar Coordinator

- The **National Stands** will be organized in the **Omnisport Hall** (High5 Area) and arranged alphabetically
 - ***The number of available tables might change, so let`s be prepared to adjust.*
- The **Restaurant Stands** will be placed in the **restaurant area of the Staff Centre** and organized in accordance with the type of food intended to be sold
- **More organizational details will be provided after the next meeting with NATO stakeholders**
- Therefore, all the questions/concerns addressed on topics like: electricity, items allowed to be brought in, ventilation, storage areas, etc. will have a concrete answer after this meeting.



THE NATO CHARITY BAZAAR 2022

Diana Defta
Bazaar Coordinator



The hallway towards Omnisport Hall



The Omnisport Hall

ONLINE CATALOGUES

Diana Defta
Bazaar Coordinator

- We think it is a good idea **to keep the Online Catalogues**
- Not mandatory, but a very **efficient method for promoting and selling your national products**
- You will receive the template and you can start populate it with products you want to sell online
- You are all free to choose your most suitable pick-up/delivery option



 coordinator@natocharitybazaar.org

THE COOK BOOK

Diana Defta
Bazaar Coordinator

- **29 nations, 58 recipes – one amazing collection of culinary delights**
- **Price per book: 15 €**
- **How to buy it?**
 - ✓ Lockers at NATO HQ
 - ✓ Agree a day (cookbook@natocharitybazaar.org or 0470093036) to meet at the Staff Centre for pick-up
- **Each purchase supports the 2022 Charity Projects**
- **Only a few nations submitted their pre-sales orders**



Ideas & Inspiration for 2022

Catharina Konow
Johannessen
Vice-President

What to sell on the National stand?

- There are a variety of products that can be sold at the bazaar, be creative and remember that food, alcohol and Christmas gifts are always popular!

Get sponsored goods and foods from your home country

- Reach out to different producers of typical products made in your home country that might want to sponsor your stand with items to sell.



Ideas & Inspiration for 2022

Catharina Konow
Johannessen
Vice-President

Homemade goods

- Gather your delegation members for fun evenings together making typical national products. Knit, sew, glue, bake, make soaps, jam, candies and decorations for the holidays.

Please contact me if you want additional inspiration and ideas!

- Write to: vice-president@natocharitybazaar.org



NCB PR stand with Poppy Appeal

Catharina Konow
Johannessen
Vice-President

Remembrance

Just like last year, Poppy Appeal has kindly invited NCB to have our PR stand together with them in the Public Square outside Starbucks.

NCB will join the Poppy Appeal from November 2-8th, and we will distribute flyers with information about the upcoming Bazaar weekend of 18-20th of Nov.



NCB Shop

Catharina Konow Johannessen
Vice-President

NCB pillar candles

We are starting to figure out what to sell this year, and as of now we plan on selling giftwrapped candles with the NCB logo.

More items are in the works!



TOMBOLA

Krisztina David-Bakos
Tombola Coordinator

- Tickets
- Public Area sales
 - Stand by for booking info / link
- Tombola prizes



- 1. NAME**
- 2. DONOR**
- 3. DESCRIPTION**
- 4. IMAGE**

All comments and questions very welcome at tombola@natocharitybazaar.org.

TOMBOLA

Krisztina David-Bakos
Tombola Coordinator



Three Things:

- Are you tracking your tickets?
- Have you sent a prize offering?
- In a few days, we will launch the booking process for in-person sales in the HQ Public Area.

All comments and questions very welcome at tombola@natocharitybazaar.org.

Events 2022

Eirini Plokamaki
Event Coordinator

NCB multi-national Bake Sale!

15 September in the Public Square:

- under the stairwells by the PBR
- donations instead of prices
- let us know, if you would like to participate!
- cash and mobile pay will be available

It is possible to have a parallel table set up on the 15th in the Manfred Wörner Building. If you are interested in helping with this, please come see me today after the meeting.



Events 2022

Eirini Plokamaki
Event Coordinator

Wishing Tree 2022

- The Wishing Tree Project for 2022 has been approved!
- The trees will be set up in the Public Square
- Possible organizations are being researched

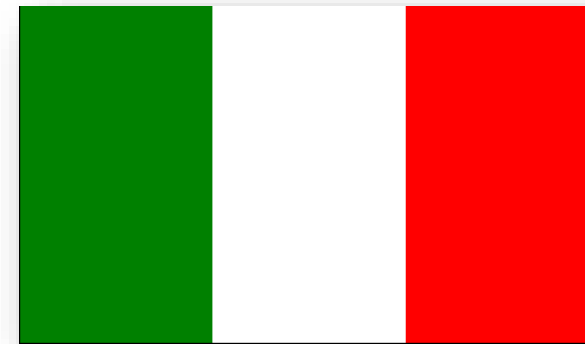


Events 2022

Eirini Plokamaki
Event Coordinator

ITALY

will host a pre-sale of national products as an NCB fundraiser!
Wine, prosecco, flavored liqueurs, pre-packaged foods (pasta, sauces, oils)



Wednesday 28 September, 2022
Public Square, north side of the Press Briefing Room (under the stairs)
10:00 – ca. 15:00

WEBSITE LOGIN

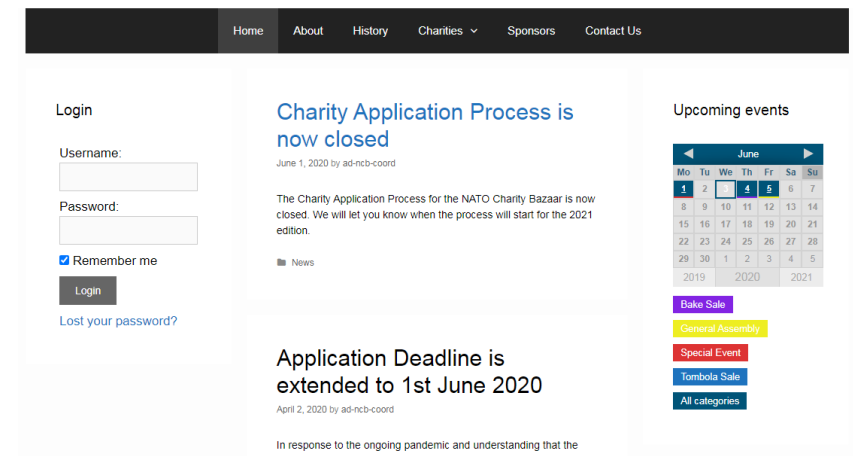
Lara Ronayne Casimiro
Sponsor Coordinator & Webmaster

Many documents & information are 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



NCB WEBSITE – what is there?

Continuing our updates – adding to the calendar and uploading files (*like the 2022 National Catalogs, 2022 Tombola Prize List or NCB Shop items*).

NCB Members’ Stamps: “Membership 2022” stamps can be found on the website, in both FR and EN.



Upcoming General Assembly Meetings:

- Monday 26th September 2022
- Monday 17th October 2022 (*Q&A Session*)
- Thursday 10th November 2022

Donation Ceremony in January 2023 (date tbc)

Check your inboxes later – slides from today will be there, along with the link for VOTING.

REMINDER: NCB correspondence often comes to you from the **NCB Postmaster** account.

- This is for large "group" mail only!

→ Do not reply to Postmaster, as that email account is not checked for incoming mail!

Please write directly to the NCB Board Member you need – addresses on the next slide.

CONTACTS

- **President**, Tanya Borchert | president@natocharitybazaar.org
- **Vice-President**, Catharina Konow Johannessen | vice-president@natocharitybazaar.org
- **Treasurer**, Serge Devynck | treasurer@natocharitybazaar.org
- **Secretary**, Ilaria Carbone | secretary@natocharitybazaar.org
- **Charity Team**, Monica Fornari, Ashley Roche, Krisztina David-Bakos, Eleonora Colonna, Serge Devynck | charity@natocharitybazaar.org
- **Bazaar Coordinator**, Diana Defta | coordinator@natocharitybazaar.org
- **Restaurant Team**, Eleonora Colonna | restaurant@natocharitybazaar.org
- **Tombola Coordinator**, Krisztina David-Bakos | tombola@natocharitybazaar.org
- **Sponsor Coordinator & Webmaster**, Lara Ronayne Casimiro | web@natocharitybazaar.org
- **Membership Coordinator**, Mette Pedersen | membership@natocharitybazaar.org
- **Guest Coordinator**, Eleonora Colonna | guest-coordinator@natocharitybazaar.org
- **Event Coordinator**, Eirini Plokamaki | event@natocharitybazaar.org

AOB

Tanya Borchert
President

NATO Staff Center has an electronic Newsletter called "Morale and Wellbeing" – information includes seasonal events and Food Truck schedules, *(in both French and English)*.

If anyone would like to sign up to be on the mailing list, please contact Jessica Schmale
Morale, Wellbeing & Recreation Officer

schmale.jessica@hq.nato.int



FOOD TRUCKS

Staff Centre

WEEKLY MENU

MON 29	Amazing Street, Lebanese plates
TUE 30	---
WED 31	Urban Cook, Gourmet burgers
THU 01	La Mer du Sud, Grilled Seafood
FRI 01	Bui Bui, Vietnamese cuisine

Every day from 11h15 to 14h00
Visit the food truck site on the Magellan and Athena Intranets to be informed about the planning and to see the menus.

A colorful illustration of a food truck with a teal body and purple accents. Several people are standing around the truck, and there are stylized trees in the background.

Questions...?

**THANK
YOU!**