



10 November 2022

GENERAL ASSEMBLY MEETING

Start Time:
9.15 sharp

OPENING & WELCOME

Tanya Borchert
President

- **Roll Call of NCB Nations & Voting:**

- (1) NRs: Please collect your NCB National Card at the end of the large table before sitting down.

- (2) Roll Call: Nation, NR (or proxy) present today?

- Answer: “Present” (or “Here”)**

- (3) Do you agree to the Minutes from the General Assembly Meeting on 17 October, 2022?

- Answer: Yes-No-Abstain**

- **QUESTIONS during the GAM:**

- 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

Advertising the NCB

Tanya Borchert
President

- Every NR received an A5 flyer in the national folder today. You should have also received an A3 poster last week, (mailboxes/pigeonholes at Central Registry – Ground Floor S2)
- Please emphasize to all in your delegations and missions: it is not permitted to bring friends – everyone must have a valid NATO access badge to enter.
- **NCB has received a lot of positive attention at NATO!**



NATO Charity Bazaar
www.natocharitybazaar.org

SUNDAY
20 NOVEMBER 2022
10.00 - 17.00
NATO STAFF CENTRE

39 NATIONAL STANDS
+ NIC & NCB Stands
+ Restaurant stands
+ Food Trucks

bring your own BAG

CASH ONLY

The poster features a central text area surrounded by a decorative border of various national flags. At the top, there is a logo of colorful hands holding a globe. At the bottom, there are two icons: a green shopping bag and a green circular stamp with the text 'CASH ONLY'.

Special thanks to our sponsors



Opening Ceremony & VIP Tour

Tanya Borchert
President

- 09:45 – Opening Ceremony (2 members per Nation in restaurant area – optional: flags, banners, bells)
- 09:55 – Return to the National Stands
- 10:00 – Bazaar OPENS
- 10:00 - 1100 – VIP Tour (brief stop at each stand & photo taken by PDD photographer)

♥ DGIMS LtGen Adamczak & Mrs. Arletta Adamczak - ATTENDING
Honorary President Tanja Kopač Mozetič
President Tanya Borchert
Vice President Catharina Konow Johannessen

-
- Mrs. Schulerud – sent regrets on 10 November
 - CMC Admiral Bauer & Mrs. Bauer - sent regrets on 4 November

- tbc: DCMC LtGen Landrum & Mrs. Landrum - invited
 - tbc: H.E. DSG and Mrs. Geonă - invited
-

EU CMC General and Mrs. Brieger - **arriving in the afternoon** - no formal program
EU DGMS Admiral and Madame Bléjean – *invited, attendance tbc* - no formal program



THE NATO CHARITY BAZAAR 2022

- **SCHEDULE** -

Diana Defta
Bazaar Coordinator

TIMETABLE SATURDAY, 19.11

- **08:00 – 17.00** – Time to set up the stands and bring in the products
- **~ 13:00** – Walk through inspection of the stands

TIMETABLE SUNDAY, 20.11

- **08:00** - Opening the Staff Centre for set-up
- **09:45** - Opening Ceremony (2 members per nation in the restaurant area)
- **10:00** - Opening of the Bazaar for the public
- **10:00 – 11:00** – VIP Tour
- **14.00** - Tombola drawing (restaurant area)
- **17.00** - Closing of the Bazaar
- **17:00 – 19:00** - Cleaning-up



THE NATO CHARITY BAZAAR 2022

- *What to do on Saturday* -

Diana Defta

Bazaar Coordinator

- **Hand over the Approval paper (SIGNED)** which confirms that you have accepted the instructions and timetables based on which the bazaar will take place
- **Identify your stand(s)** - a card with your nation name will be placed on
- **Prepare your stand(s)** - decorate it as you wish considering the restrictions in place
- **Bring in your products** - only a quantity that will permit you to move around your stand
- Label your products (especially in the kitchen)
- **Cooperate when modifications are necessary** in order to find the best solutions
- **Bring at the NCB stand the “2 bottles of wine gift”** - for the staff who helped us during the preparation of the bazaar
- **Let me know when you finish** your preparations (consider to cover your stand with a thin tablecloth)

THE NATO CHARITY BAZAAR 2022

- *What NOT to do on Saturday* -

Diana Defta
Bazaar Coordinator



- **Do not use electrical devices in the Omnisport Hall Area**
- **Do not move the tables** outside of the pre-established perimeter
- **Do not use extra electrical devices in the restaurant area that were not pre-approved**
- **Do not block** the access aisle or the emergency exits
- **Forbidden Items:** lit candles, open fire, nails, tacks, tape, glue on windows/walls/furniture
- **Do not use the cooking facilities in the kitchen**

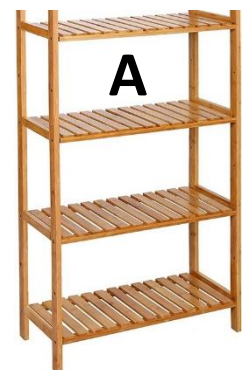


THE NATO CHARITY BAZAAR 2022

- NATIONAL PRODUCTS STANDS -

Diana Defta
Bazaar Coordinator

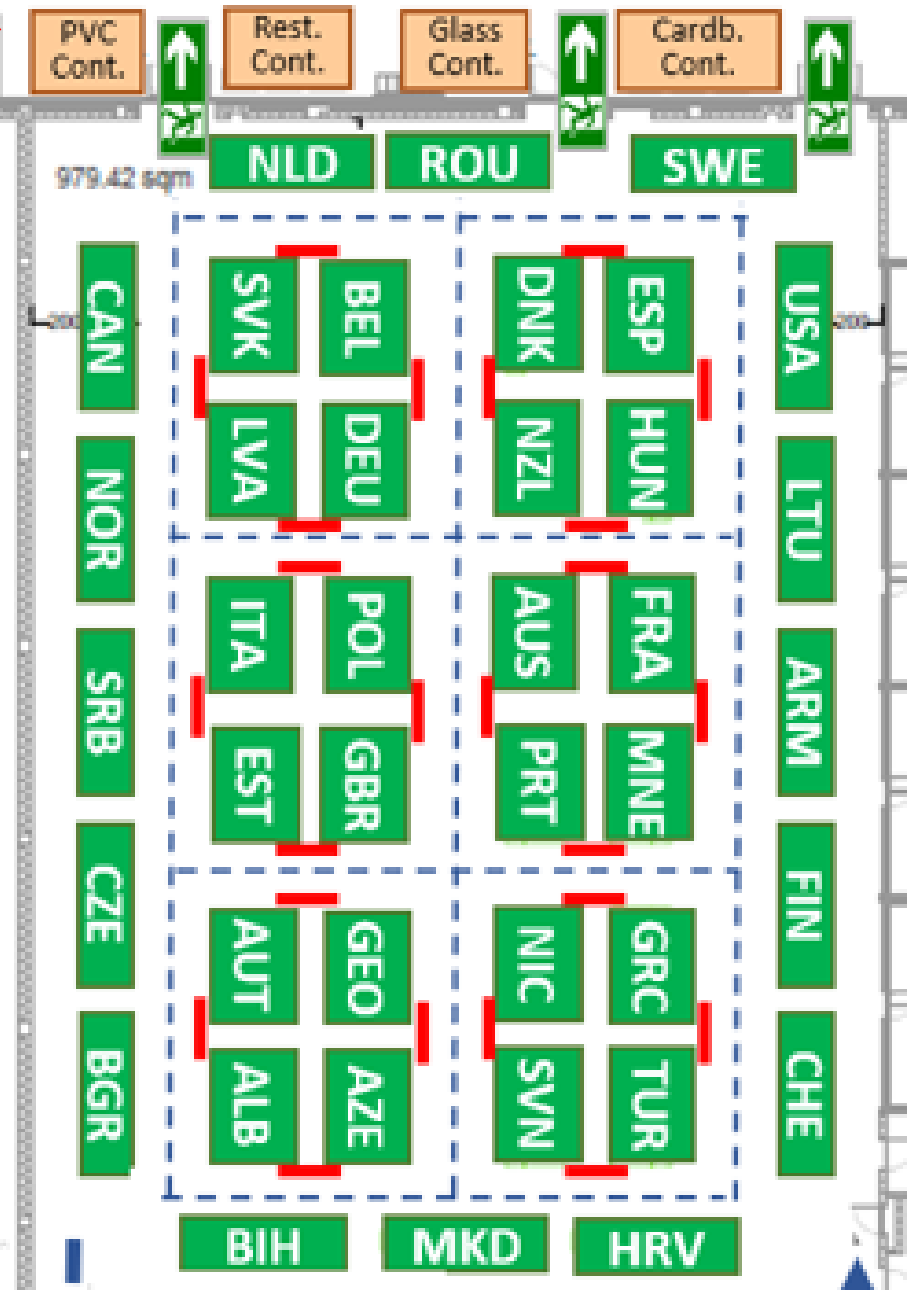
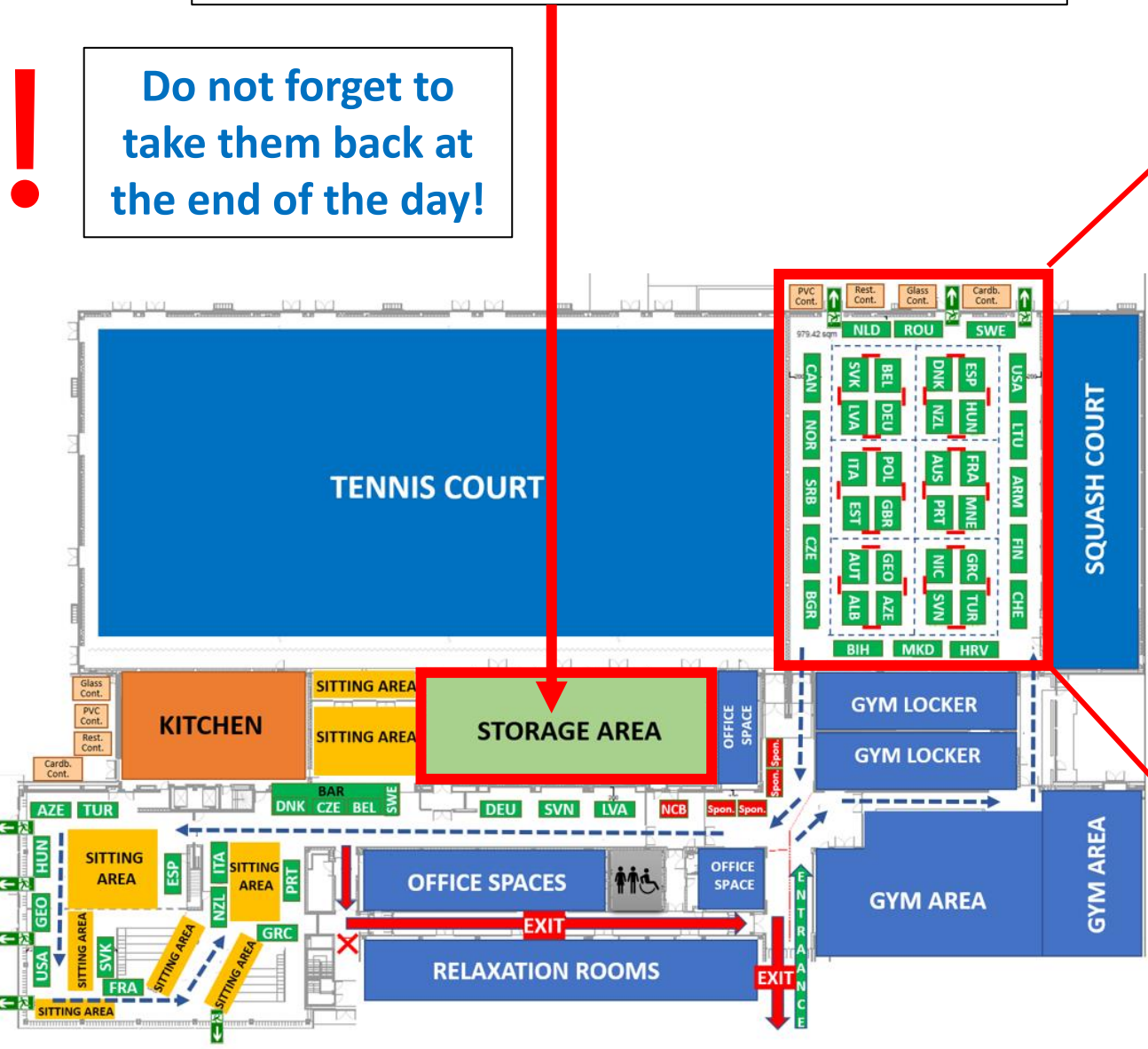
- 40 stands – 4 tables each (one table 120x60 cm)
- Talking about shelves...
 - stands against a wall can bring their own shelves (be careful not to damage the walls)
 - stands in the middle – think about options like the one in picture A, but not B (this is not stable) and consider that you will reduce your freedom of movement
- **Organize the stand in a simple manner** - expose 1 or 2 items per product in order to have more space.
- The space is limited, but **you can still be creative** in nicely decorating your stand
- **NO ELECTRICITY**



DISTRIBUTION OF PRODUCTS STANDS

Here you can deposit all your empty boxes and wrapping materials

Do not forget to take them back at the end of the day!



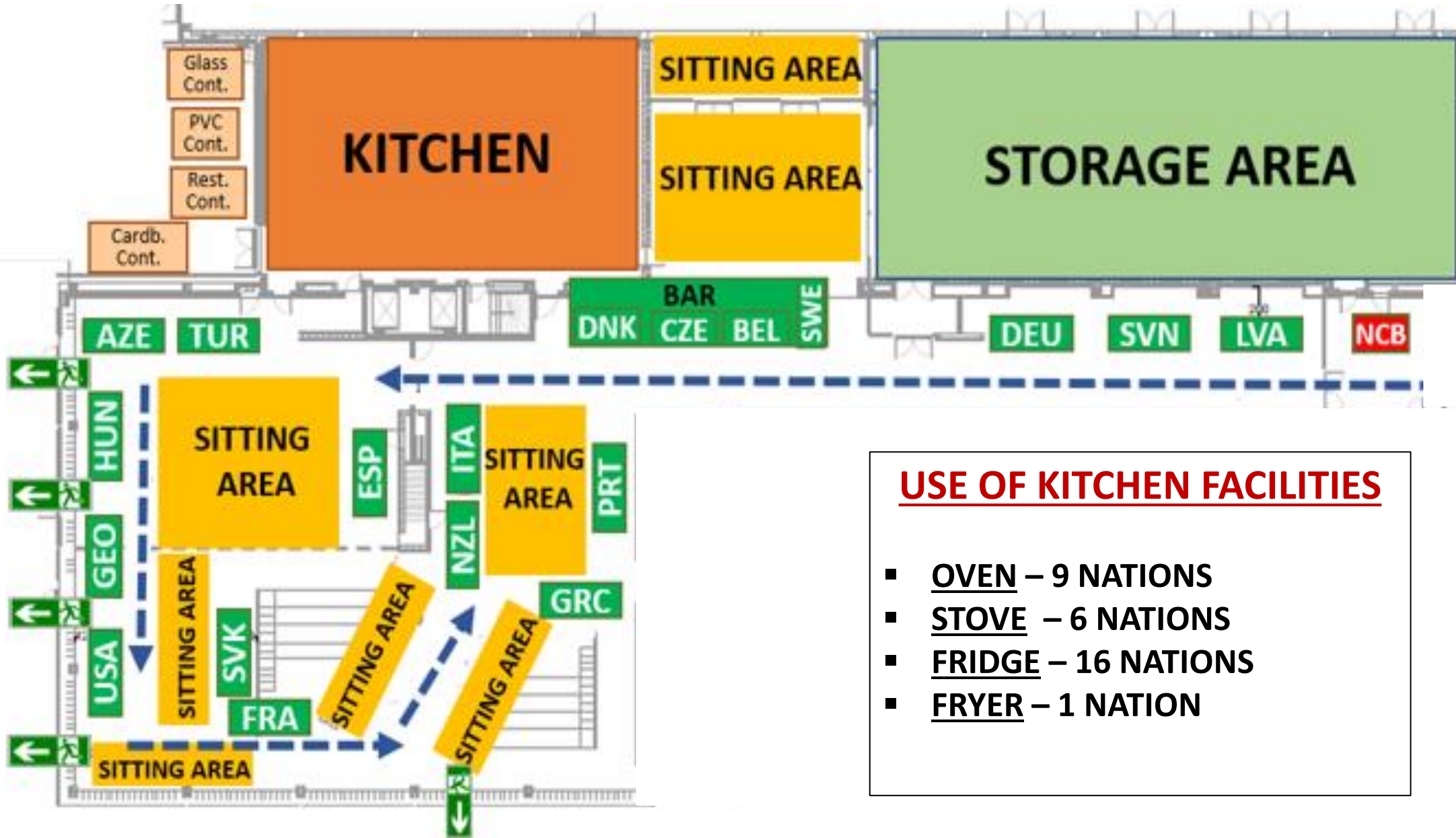
THE NATO CHARITY BAZAAR 2022

- **RESTAURANT STANDS** -

Diana Defta
Bazaar Coordinator

- **19 stands:** { 15 restaurant stands (14 with 3 tables and 1 with 2 tables)
4 bar stands
- **1 table is ~ 140x60 cm**
- **Use of electricity is permitted only for the pre-approved devices** (if you intend to plug in an extra device, please ask for approval)
- Do not place anything in front of your stand
- **Please protect the tables** (in case you are selling oily food/red wine/etc., please cover the tables) – if a tables has a stain that cannot be washed that means it is damaged
- Selling food is allowed only in the restaurant area (except wrapped goods)

DISTRIBUTION OF RESTAURANT STANDS



USE OF KITCHEN FACILITIES

- OVEN – 9 NATIONS
- STOVE – 6 NATIONS
- FRIDGE – 16 NATIONS
- FRYER – 1 NATION

THE NATO CHARITY BAZAAR 2022

- **USE OF THE KITCHEN** -

Diana Defta
Bazaar Coordinator

Facilities available:

- 1 Stove
- 1 Ovens (big)

LEFT SIDE

- Türkiye (Oven, Stove)
- Azerbaijan (Oven)
- Georgia (Stove)
- Slovakia (Stove, Oven)

RIGHT SIDE

- Germany (Oven)
- Denmark (Oven)
- Portugal (Oven)
- Greece (Oven, Stove, Fryer)
- New Zealand (Oven)
- Italy (Oven)
- Spain (Oven, Stove)

Facilities available:

- 2 Stoves
- 3 Ovens (small)
- 3 Fryers

Refrigeration equipment

- 1 Cold Room – it will be use for food, not for drinks
- Several fridges – they will be distributed according to needs



Saturday morning you will find labels with your nation name on each equipment you will be using in the kitchen – if adjustments are required, we will operate them together

THE NATO CHARITY BAZAAR 2022

- ***RULES IN THE KITCHEN*** -

Diana Defta
Bazaar Coordinator



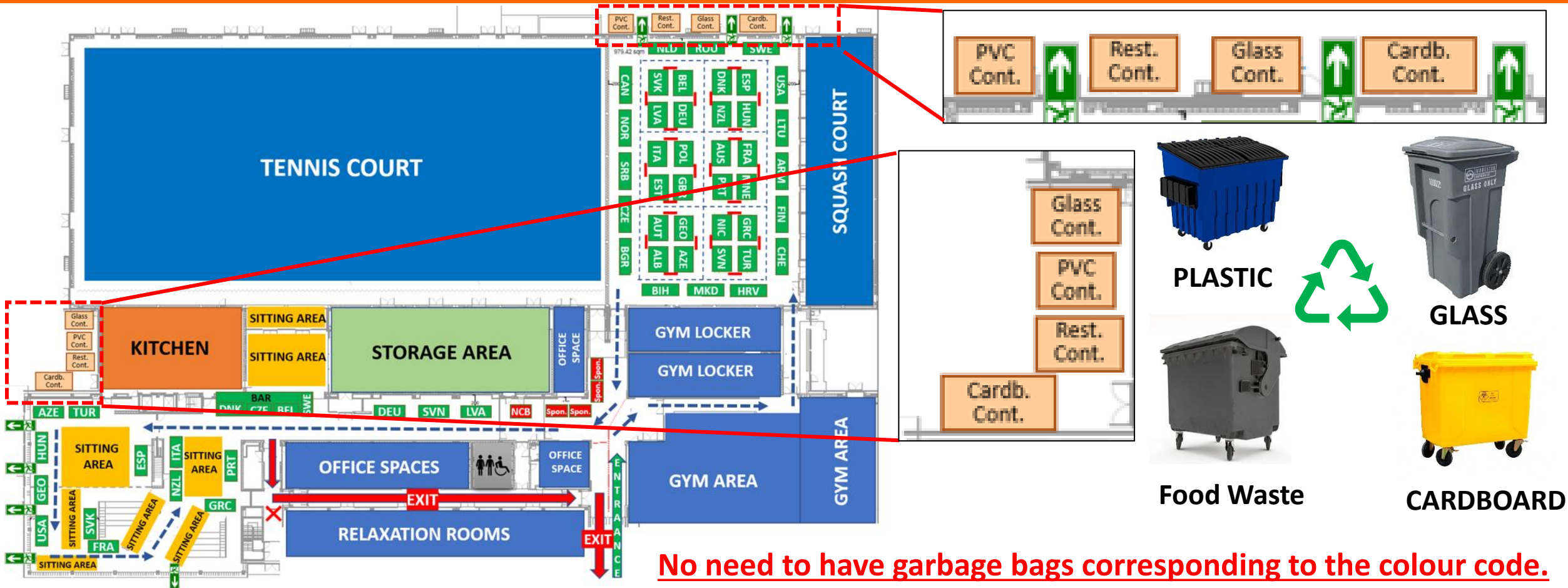
- **No children under the age of 16 is allowed inside the kitchen area**
- **Only people wearing a “*kitchen area sticker*” are allowed in the kitchen (you will receive on Saturday a certain number of stickers)**
- **All personnel working in the kitchen area must wear a hair-net or cap**
- **Do not leave the stoves/ovens turned on in case you are not using them**
- **Be sure to close the refrigerators doors (especially at the cold room)**



THE NATO CHARITY BAZAAR 2022

- RECYCLING RULES -

Diana Defta
Bazaar Coordinator



No need to have garbage bags corresponding to the colour code.


THE NATO CHARITY BAZAAR 2022

- **CLEANING-UP** -

Diana Defta
Bazaar Coordinator

- 17:00 – 19:00 - Cleaning-up
- Please follow the clean-up procedure
- Please wait to be checked out by one of the Board Members





NATO Charity Bazaar
NATO Charity Bazaar 2022
NATIONAL PRODUCTS & RESTAURANT STANDS
CLEAN-UP CHECK LIST

- NATION: _____
- NATIONAL PRODUCT STAND NUMBER _____
 - Tables cleaned and wiped
 - Took all the garbage to designated waste area
 - Mopped and/or swept the stand area
- NATIONAL RESTAURANT STAND NUMBER _____
 - Tables cleaned and wiped
 - Took all the garbage to designated waste area
 - Mopped and/or swept the stand area
- KITCHEN DESIGNATED AREA(S) _____
 - Cooking area properly cleaned
 - Facilities used proper, functional and clean

Signature of NCB Board Member

*** Remarks _____

*** Please return this form signed by a board member to the NCB Stand where you need to sign-up on the Leaving List.

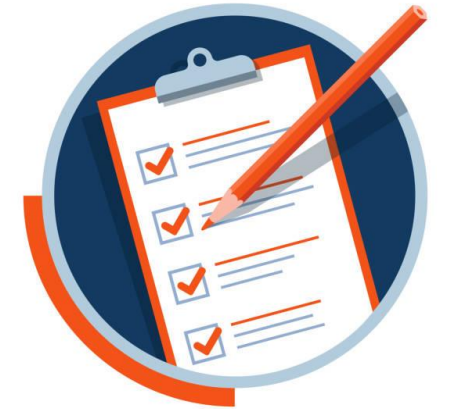
THE NATO CHARITY BAZAAR 2022

- DO NOT FORGET ABOUT -

Diana Defta
Bazaar Coordinator

CHECKLIST WITH NECESSARY ITEMS

- Garbage bags
- Cleaning supplies (especially for the kitchen)
- Table cloth – to cover your stand Saturday
- Hair net / cap for those working in the kitchen
- Protection for the stands in the restaurant area (if the risk of staining is high)



! And last but not least, do not forget to bring your **ENERGY, JOY** and **OPTIMISM** !

ONLINE CATALOGUES



Diana Defta
Bazaar Coordinator

Albania, Australia, Canada, Greece, Italy, Kazakhstan, The Netherlands, Switzerland
have already submitted their catalogues!!!



Product description

Unique carpets with very beautiful colors and patterns! It can be used on both sides in different colours (15x24cm)

Price: 30€/pc

Sneak Peak

Australian Wine, Goods & Goodies

Description:

On November 20th you can look forward to trying our delicious Aussie: beauty and taste home some of our local wines, truly and unique foods (Tim Tam, vegemite, ginger beer & more) as well as beautiful artisan products crafted down under.

See you soon mate!

Maple Syrup, Maple Leaf Glass

Glass Bottle, 50ml

Pure Canadian Maple Syrup. A unique product with a natural sweetness and a rich flavor.

AENAON EXTRA VIRGIN olive OIL

Koronedi-Kalamata, Peloponnese Greece

Metal Container 5L

AENAON extra virgin olive oil has a rich aroma and a spicy and fruity flavour.

A high-quality product to use for all your dishes!

RICI DI RISO IN GRANO PIU' ICP
RISO DI RISO IN GRANO PIU' ICP

Jewelry set

Description:
Product #1
Set of pendant and earrings in national style.
Material: stainless steel.
Price: 35 EUR



- Accessible here https://www.natocharitybazaar.org/?page_id=4005
- Every 2 weeks, in the *Insider News in Brief* (biweekly Newsletter of NATO HQ)
- In the NCB Newsletter

 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**
- **They will be sell at the NCB Stand as well**



ACCESS

Eleonora Colonna
Guest Coordinator

What about deliveries?

- **Deliveries** should be treated individually by each Nation and announced separately to the **NOS office** thru their mailbox: mailbox.nos-planning-office@hq.nato.int

ACCESS

Eleonora Colonna
Guest Coordinator

Where should people enter from?

- **Visitors** and **Helpers** will need to use the entrance through **North Gate** (Staff Centre – *Rue Arthur Maes 1, 1130 Bruxelles*).
- All people with NATO HQ Access card (NATO ID, NATO Family Pass, AMIS cards) use the **South Gate** and may drive in, (*Blvd. Léopold III 1110, 1130 Bruxelles*).

And for any additional information?

- POC: Eleonora Colonna guest-coordinator@natocharitybazaar.org



Members farewell

Mette Østergaard Pedersen – Membership Coordinator

Slovakia

- 2nd ANR Miroslav Oravec



Welcoming members

Mette Østergaard Pedersen – Membership Coordinator

Poland

- 2nd ANR Justyna Balicka

Slovakia

- 2nd ANR Peter Poldruhák



Membership Forms

Mette Østergaard Pedersen – Membership Coordinator

...and I can't say this enough 😊

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

SPONSOR UPDATE

Lara Ronayne Casimiro
Sponsor Coordinator

Confirmed sponsors



Total: € 10.900

€ 6.400 (in cash)

€ 5.500 (in tombola prizes)



Financial update (07/11/22)

Serge Devynck
Treasurer

- **Primary Account: € 14.061,55**
(From sponsorship : € 2.655)
- **Cash coins: €228**
- **Caisse: €130**
- **Totale: €14.416,55 (bank account + cash + caisse)**

Financial update (09/11/22)

Serge Devynck
Treasurer

Cash in coins disposal: 228€

$$2€ * 65 = 130€$$

$$1€ * 61 = 61€$$

$$0,50€ * 49 = 24,5€$$

$$0,20€ * 45 = 9€$$

$$0,10€ * 31 = 3,1€$$

$$0,05€ * 7 = 0,35€$$

$$0,02€ * 2 = 0,04€$$

$$0,01€ * 1 = 0,01€$$

Transfer funds into the NCB account

Serge Devynck
Treasurer

1

Transfer Funds: IBAN: BE46 6430 0458 4036
BIC / SWIFT: BMPBBEBB → “Funds 2022 by xxx”
NLT Friday, 02nd CoB Dec

2

Accounting Form (Word or pdf-format)

3

Email to treasurer@natocharitybazaar.org

- ❖ Completed Accounting Form. (Pdf/Word format)
- ❖ Bank transfer transaction receipt

DON'T FORGET!!

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 :			
National Stand / Sales :			
Food stand / Sales :			
Total Bank Transfer Amount:			



#COFFEEBREAK

TOMBOLA

Krisztina David-Bakos
Tombola Coordinator



Five Things:

1. Prize offerings **by 11 NOV (tomorrow).**
2. Please turn in all your tickets as soon as possible, **by 19 NOV.**
3. Collection of physical Prizes **09.00-13.00 on 19 NOV,** at the Staff Centre.
4. Drawing Event **at 14.00 on 20 NOV.**
5. All money transfers after Bazaar Sunday, as per Treasurer instructions.

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

NCB PR stand with Poppy Appeal

PR and Remembrance

We have just finished our time at the joint Remembrance/PR stand from Nov 2-8. The 5 days at the Public Square were spent sharing information about the upcoming bazaar. We handed out PR flyers, answered questions and we made sure 50 A3 posters with vital Bazaar information were delivered to different office's and delegations.



NCB PR stand with Poppy Appeal

Catharina Konow
Johannessen
Vice-President

Remembrance

Since 31 October, The British Poppy Appeal and Le Bleu et de France have been selling a large a variety of pins and remembrance memorabilia to fundrise life-long support for the Armed Forces Community. Last day to support this vital effort at NATO is Friday Nov 11, Armistice Day.



NATO Honey

Catharina Konow
Johannessen
Vice-President

Bee happy!

We at the NCB are happy as can be since NATO and its bees living outside the Staff Centre, yet again has generously gifted the NCB with honey jars to be sold at our NCB stand on the Bazaar day.

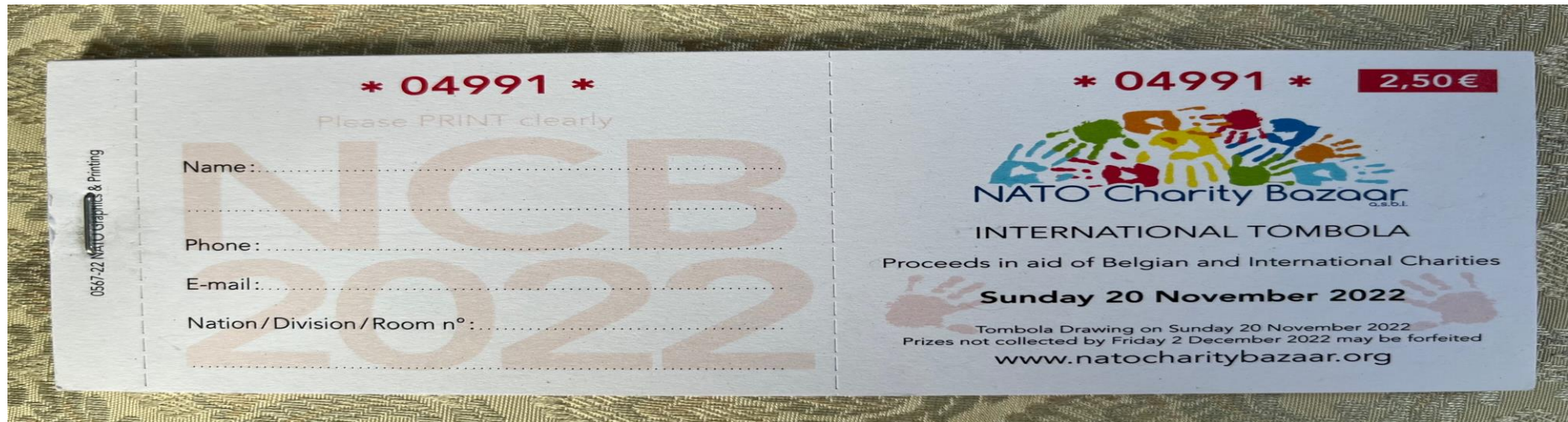
Each jar will be sold for 5 euros, and they are beautifully decorated and are lovely gifts.



NCB Tombola tickets

And the lucky winner is...

If you still have not had the chance to buy the winning ticket to the International Tombola raffle that will start at 14.00 on Sunday Nov 20, tickets will be available at our NCB stand that will be easy to spot entering the Staff Centre on Bazaar Day.



NCB – Help us, help others

Catharina Konow Johannessen
Vice-President

Please contact me if you have any questions for the upcoming Bazaar, only 10 days away!

- Write to: vice-president@natocharitybazaar.org



Events 2022

Eirini Plokamaki
Event Coordinator

Wishing Tree 2022 – Final Countdown

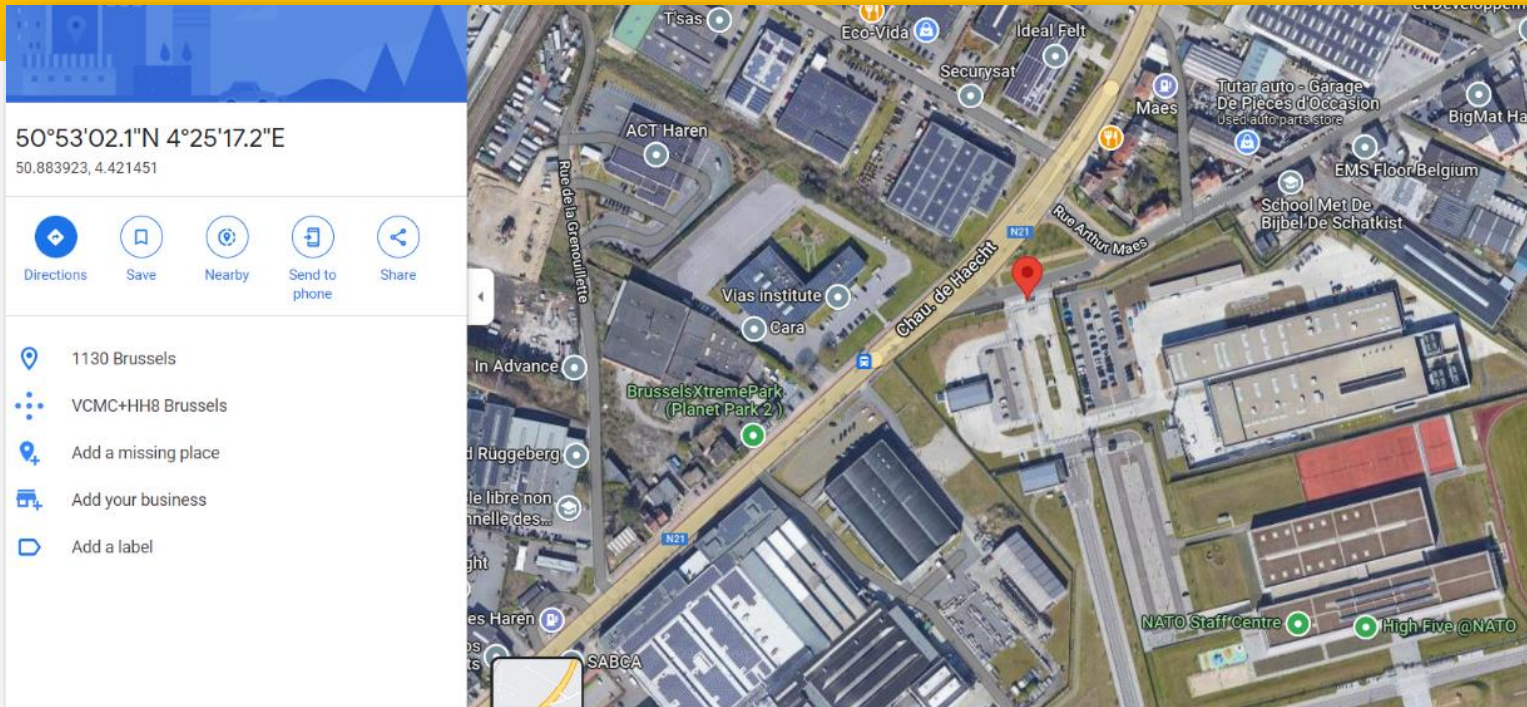
- The trees will be set up in the Public Square on **Nov 10th**
- **Libraries Without Borders** (Bibliothèques Sans Frontières) set up emergency reception, and integration solutions for the refugee populations
- Micro-libraries will be a place of calmness with access to information and a first step towards discovering Belgium for Ukrainian kids and their families
- 150 wishes received from children at the Ukrainian Cultural Center in Brussels
- Timeline:
 - All presents should be delivered to **HI5 desk @Staff Center** until **Thursday 8th December** the latest
 - Delivery at the BSF offices on **Monday 12th December**
 - If something is not clear, please contact me at event@natocharitybazaar.org



#YouMadeItHappen

AOB - sharing extra information

Tanya Borchert
President



*GPS Coordinates: lat/long to find the north gate
(address = Rue Arthur Maes 1, 1130 BXL)*

Krešimir Maras, Croatia x2072

EM/IFM tested
signal strengths
in the Staff Ctr
and extenders
have been
added.

Thanks to Sheila
Chapman, Canada.

◆ **The NCB Board is always ready to hear from you!**

If you have a concern, please tell us as soon as possible – don't wait!

◆ **Thank you for your enthusiasm about what is possible for NCB 2022.**

→ ongoing security situation + local resources = innovation (without pressure)

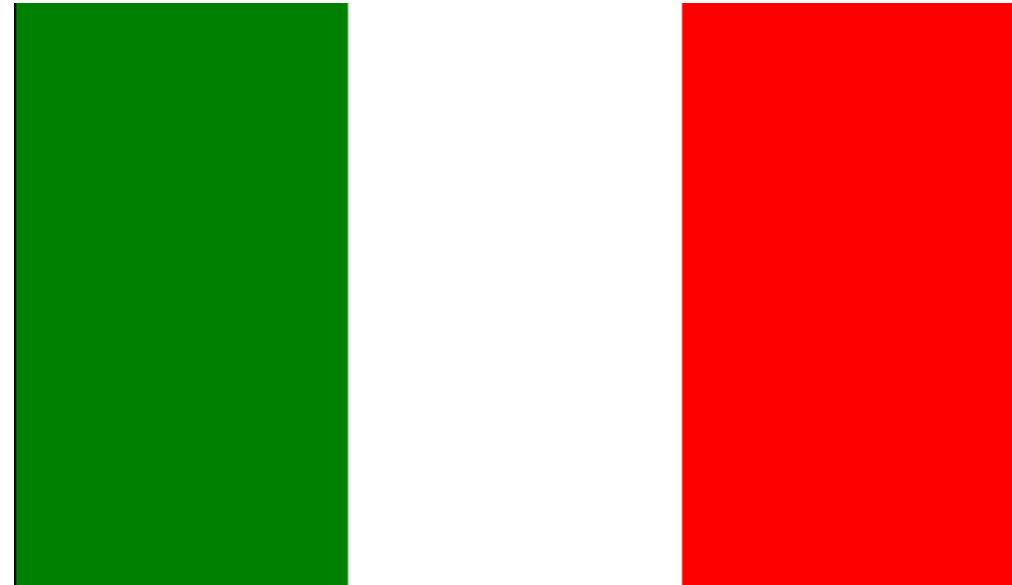
→ “What CAN I do?”

→ EVERYTHING counts – nothing is too small – we work well together!

Advertising Events

NCB National Team ITALY – pre-sale on 17 November in the Public Square

- 17 November 2022
- NATO HQ Public Square
- 10:00 – ca. 15:00



AOB

Tanya Borchert
President

- **MWR is planning a Winter Holiday event on 8 December in the Staff Center** and we are invited to participate with different possibilities: bake sale, after-sales of national products – individual tables, mixed in with MWR Winter Holiday programs.
- NCB Board will be there for Wishing Tree collection/inventory.
- If there is any interest in participating, please contact Tanya.



WEBSITE UPDATE

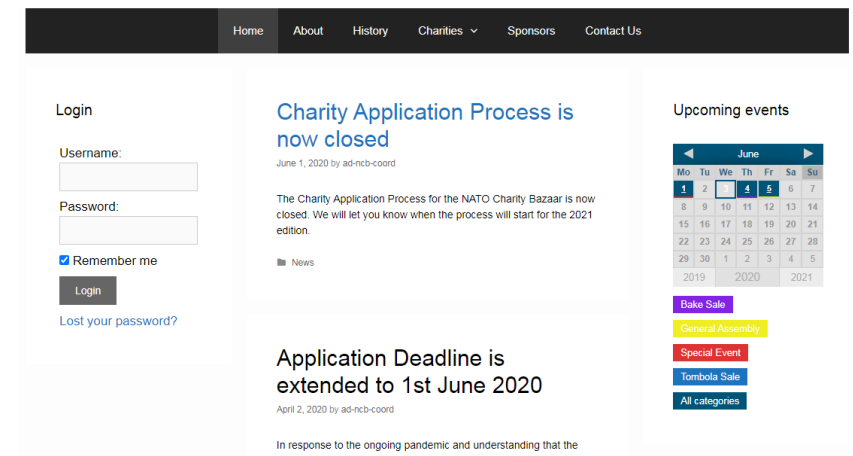
Lara Ronayne Casimiro
Webmaster

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



HOW TO LOG ONTO THE NCB WEBSITE?

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

2)

Username:

Member

USERNAME: Member

Password:

.....

NEW

PASSWORD: NCBMemBEr%2022

Remember me

Login

[Lost your password?](#)

Donation Ceremony in January 2023

date tbc – leaning toward the week of 23 January – date must be first approved by Conference Planning and NATO Executive Mgmt.

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 & sponsor@natocharitybazaar.org
- **Membership Coordinator**, Mette Pedersen | membership@natocharitybazaar.org
- **Guest Coordinator**, Eleonora Colonna | guest-coordinator@natocharitybazaar.org
- **Event Coordinator**, Eirini Plokamaki | event@natocharitybazaar.org

Questions...?

*Please *return* your National Card and folder/plastic sleeve to the table before leaving the room.*

Thank you!