

**Twenty-fifth
Planning Committee Meeting
59^h Annual DPI/NGO Conference (6-8 September 2006)
Thursday, 20 July 2006
1:15 p.m. – 2:45 p.m.
Conference Room B**

Minutes

1. Pre-meeting comments
 - a. The meeting was directed by Co-Chairman Juan Carlos Brandt. He remarked that the conference planning was moving ahead, though there were still some problematic issues popping up.
2. Adoption of agenda
 - a. The agenda was adopted.
3. Adoption of the minutes
 - a. There was some discussion regarding the format and content of the minutes. It was noted that more specific information could be added to the minutes after they are sent out electronically, and that suggestions for additions or eliminations to the minutes were welcomed during and after all meetings. It was further noted that there had been previous discussions regarding how specific the minutes should be, without consensus.
4. Discussion of Plenary and Roundtable themes
 - a. The Chairwoman discussed briefly the status of a specific speaker, and some concerns had caused the name to be placed for the time being on the B-list.
 - b. The Chairman said that this meeting, while open to NGOs, was not open to the world, and asked that video cameras be turned off and footage deleted. It was noted that requests to film the meetings should be directed to the DPI for approval.
 - c. There was a comment that the event blurbs were not set in stone, but should be considered as final.
 - (i) There was a comment that, in the event of some drastic change, these descriptions would be changed.
5. Subcommittee Reports:
 - a. Networking
 - (i) The committee reported that they had posted a call for best practices and an announcement regarding their events during the conference on the Conference website. Their networking paper was completed. They had also secured a room for their midday workshop. They also reported that they would distribute 150-200 NGLS books to networking event participants.
 - b. Multigenerational
 - (i) The committee reported that they had created an easier way for people to reply to their survey, as there had been some technical difficulties herein. They also reported that they were working on daily youth-related workshops and events during the conference.

- (ii) There was a request for any new interns or volunteers interested in helping the multigenerational committee.
- c. Trouble Shooting
 - (i) The committee had nothing to report.
- d. Midday Workshops
 - (i) The committee reported that they had been very busy, working on workshop proposals. They had produced the final list, and sent most of the notifications to applicants of their status. They had begun organizing the logistics of setting up the workshops, insofar as when and where they would be. Workshop interns were introduced to the committee. They would have 10-15 interns, taking notes and writing reports on each workshop.
 - (ii) The committee had put together a rough program for the workshops that they would deliver to DPI. The process of workshop reporting was being discussed and more specific intern responsibilities were laid out.
 - (iii) There was some discussion regarding space and equipment charges, payments, and requirements for each workshop. It was agreed that this issue would be discussed in a smaller group.
 - (iv) There was some discussion regarding registration of workshop speakers and participants. Speakers for workshops would be registered separately from participants, and could come for all three days.
 - (v) There was a comment that co-chairs of the committee had done a great job.
 - (vi) The committee reported that they had received several proposals that were not workshops, though merited consideration and wanted to accommodate them. There was some discussion of this, and how to do it.
 - (vii) It was noted that three workshops would be featured: a workshop regarding youth and HIV/AIDS through the arts; a workshop featuring the Muppet, Grover; and a workshop featuring Olympic medalists and affiliates.
 - (viii) The committee reported that they only had one workshop on accountability. They also said that, in making their decision, they had taken into consideration past workshop proposals that did not make the cut.
- e. Events and Fund raising
 - (i) The committee reported that fundraising efforts were becoming more difficult every year.
 - (ii) There was some discussion regarding the screening of three films, in the vein of sexual exploitation and child trafficking, on the last night of the conference. A panel discussion would follow. Several members of the planning committee had been working on realizing this initiative, in partnership with a well-known producer.
 - (iii) The committee requested checks and registration forms for the reception. There was a comment that the planning committee's

participation and support of the reception would be necessary, to attract the presence of other participants at the reception.

1. There was some concern expressed regarding young participants, not of drinking age.

(iv) It was noted that speakers were invited to the reception, and would have to pay like everyone else. It was further noted that invited reception guests would have to pay. UN staff members would also be invited, but would have to pay.

(v) It was noted that airfare discounts were being investigated.

(vi) Patrick's representative introduced herself, and said she would be available for all inquiries regarding discount packages. She said that the website now contained all information regarding the discount packages.

(vii) It was noted that participants affiliated with foundations could request support from those organizations.

f. Media

(i) The committee mentioned UNCA, and that it would be discussed further in a smaller group.

(ii) It was reported that the college journalists program had been coming along well.

(iii) The committee requested the names of moderators for midday workshops for their input on the conference.

(iv) The committee thanked the interns for their hard work.

(v) There was a comment regarding the Atlantic Monthly proposal, which was in its final process. It was noted that this proposal, while possible for this year, had greater viability for next year's conference, and would hopefully manifest a long term relationship.

g. Internet

(i) The committee reported that the multigenerational survey was up, as was the call for best practices from the networking committee.

(ii) There had been an issue regarding placing a button on the website.

(iii) There was some discussion regarding the layout of the website, and improving it.

(iv) It was noted that Google had awarded the conference an "Ad-word" grant, valued at about \$10,000 per month.

1. When searching on Google for terms associated with the conference, (ie. NGO, sustainability, peace), the conference website would appear in the right section of the Google search page.

(v) There was further discussion on expeditious website fixes. It was noted that there would be smaller discussions on this, in greater detail.

h. Resource Centre Support

(i) There was no report, as the committee was not present. It was noted that this could have been due to the recent power outages at Manhattanville and in greater Purchase, NY.

- (ii) There was some discussion regarding the number and country of origin of registrants.
- (iii) The Chairwoman requested that members of the committee offer and brainstorm housing solutions for conference participants.

6. Discussion of speakers

- a. Speakers who had confirmed, declined, and been sent invitations were noted. The program was updated where appropriate.
- b. The status of various potential speakers was discussed. The Chairman noted that they had been mindful of the balance of speakers, in gender, country of origin, ethnicity, and so on.
- c. It was noted that there would be a reception the Tuesday before the conference. There was a request for some speakers to come to this event, and recommendations as to whom that might entail.
- d. It was noted that speaker invitations did not contain any reference to covering speaker expenses. The Chairman said that speaker expenses would be paid only when absolutely necessary and possible. A representative from DPI stated that she had been informing speakers of this policy.

7. Other business

- a. It was suggested that a formal invitation to the Conference be sent to UN officials, as it is important for them to know what this event is about.
- b. The Chairwoman requested names of potential outstanding individuals for a StoryCorps interview.
- c. It was noted that responses to a sponsored airline initiative, including better rates and discounts, had been largely negative, although members were still trying.
- d. There was some discussion regarding entertainment, and specific groups that were available and might come to the conference.
- e. There was a comment regarding conference interpreters, and a contingency plan should UN interpreters be unavailable. There was a request to the committee for recommendations of good interpreters, to which there were several replies. The DPI noted that these interpreters would ideally be volunteers, and the interpretation would ideally be simultaneous.
 - (i) There was a suggestion to tap into university language departments.
 - (ii) There was some concern regarding the reliability of technical service equipment, in interpretation.
 - (iii) It was suggested that we contact missions for this to see if they could provide interpreters.
- f. It was noted that the deadline for the printing of the Conference program is 31 July.

8. Next meeting

- a. -Thursday, 27 July 2006, 1:15 – 2:45 (Conference Room B)