

**Twenty-Ninth
Planning Committee Meeting
59^h Annual DPI/NGO Conference (6-8 September 2006)
Thursday, 24 August 2006
1:00 p.m. – 2:30 p.m.
Conference Room B**

Minutes

1. Pre-Meeting comments
 - a. A number of DPI-NGO tote-bags were brought to the meeting for sale, as a fundraiser.
2. Adoption of agenda
 - a. The agenda was adopted.
3. Adoption of the minutes
 - a. The minutes were adopted.
4. Discussion of Plenary and Roundtable themes
 - a. The subject was declared moot.
5. Subcommittee Reports:
 - a. Multigenerational
 - (i) The committee reported that they had reviewed their workshop, and announced where it would be. They also said that they would like to have copies of the MDG brochure for their workshop, and requested copies in English. A representative from DPI said she would do her best to fulfil this request.
 - b. Midday Workshops
 - (i) The committee reported that they had posted the workshops on the web. They also had been working with their inters in preparation for the Conference. They clarified that the speakers would be registered separately, and that there would be no changes, withstanding tragic unsuspected circumstances.
 - (ii) The workshop list had gone to the printer. There was some discussion regarding name plates, speakers, the pass and ID office, registration and security.
 - (iii) It was noted that midday workshop participants would have to leave their rooms by 2:45pm sharp.
 - c. Networking
 - (i) The committee reported that they had met with their networking trainer, to discuss the outline of the program. They had seven networking proposals, which would be presented at the committee's events during the Conference. There was some discussion regarding Studio A and its ideal spatial proportions.
 - (ii) There would be a youth presenter at a networking session.
 - d. Internet
 - (i) The committee reported that everything had been running smoothly.
 - (ii) It was noted that copies of speeches given at the Conference would be uploaded to the website.
 - e. Events and Fund raising

- (i) The committee reported that fundraising efforts were still in process. They also made available the UN fundraising guidelines.
 - (ii) Madam and Kofi Annan would be honoured at the Conference.
 - (iii) There would be a concert on UN grounds on Thursday night, although it would be separate from the Conference.
 - (iv) There would also be a screening of various child-trafficking and exploitation films on Friday night, to close the Conference. Celebrities and the Media would be invited to participate, in the interest of networking.
 - 1. The organizers of this event had requested that we schedule this event for 6pm. It was noted that this would conflict with the actual end of the Conference, at 6pm. Efforts would be made to resolve this issue.
 - (v) There would be an inter-faith service on Thursday night, to discuss efforts toward global peacemaking, at 6pm in the Chapel.
 - (vi) Registration cards for the reception were passed around. The Chairwoman noted that it would be highly embarrassing to have a low turnout of Planning Committee members at the reception.
- f. Trouble Shooting
- (i) The committee had nothing to report.
- g. Resource Centre Support
- (i) The committee reported that 2300 participants had registered: 568 NGOs; 410 youth; 71 countries; 200 from Africa; 258 from Asia/Pac; Eastern Europe 54; Latin America 81; Middle East/Arab States 28; North America and Caribbean 1194; Western Europe 346.
- h. Media
- (i) The committee had reviewed a number of DVDs to show during the Conference. A number of cards that students had produced would be displayed in a hallway, as would midday workshop flyers.
 - (ii) 40-45 student journalists would be present, at different times throughout the Conference. They would be shown the various UN media outlets, and given a professional how-to briefing and training regarding their function as media inside the halls of the UN. The Chairman suggested arranging for these students to work with or otherwise be exposed to the seasoned UN media correspondents.
 - (iii) There would not be a separate press table this year.
6. Recommendation of speakers
- a. This was declared moot.
7. Other business
- a. The Chairman announced that, due to the Secretary General's efforts in resolving the conflict between Israel and Lebanon, which included a trip to the region that would coincide with the dates of the Conference, he would be unavailable to participate at the Conference Opening. However, it was noted that he would be present for the Closing. It was further noted that Madam Annan would be present for the luncheon and perhaps other Conference events throughout the week. She would also accept the honour planned for her and the Secretary General, on behalf of the couple.
 - b. A representative from DPI went through logistics for the following week's walkthrough, registration, and for the Conference.
 - (i) The tent would be on 1st and 47th.
 - c. A signup sheet for stuffing Conference kits was passed out. Stuffing would begin the following Monday.

- d. Regarding interpretation, the DPI had been assured that official UN interpreters would be provided. However, the Chairman said that they still needed volunteers for simultaneous French and Spanish interpretation as backup.
 - e. A representative from DPI painted an hour by hour picture of what the Conference would look like. She further briefed the committee on the various inter-UN agency and office connections that had been set up, (ie. tech support, communications, security, etc.) to ensure the smooth functioning of the event. There would be a dress rehearsal the following week, with presentations from the fire warden and others.
 - f. There was considerable discussion regarding the sale of tote bags, and where and how that could be done inside the building.
 - g. It was noted that some positive feedback had come from the various interviews that were posted online and would be showed on TV (Queens public TV: August 31, channel 35, 9pm; August 28th channel 35, 8:30pm).
 - h. There was a suggestion to have a youth choral MDG performance and/or flag ceremony for the following year's Conference.
8. Next meeting
- a. -Thursday, 31 August 2006 1:15pm