



**SUSTAINABLE DEVELOPMENT GOALS**

**OWWG**



**MEETING WITH  
PERMANENT REPRESENTATIVE OF KENYA TO THE  
UNITED NATIONS,  
AMBASSADOR MACHARIA KAMAU**

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DATE: February 9, 2017

TIME: 10:30am

PLACE: UVU, LA 116

# Agenda:

- 10:30am Danny Davis - Master of ceremonies
  - Moderating the event
  - Giving brief introductions of each of us
  
- Danny Davis - Introducing Tony Medina
  - Tony Medina – SDG, UIMF student contributions
  
- Danny Davis - Introducing Regan Warner
  - Regan Warner – UIMF history with OWG
  
- Danny Davis - Introducing Jenny Starley
  - Jenny Starley – Partnership with Universities in Kenya
  
- Danny Davis - Introducing Munkhbat Batmunkh
  - Munkhbat Batmunkh – Secretary General’s Report, SDG goals
  
- Munkhbat Batmunkh - Presents a video – UVU Student statement at OWG
  
- Danny Davis - Introducing Christian Jensen
  - Christian Jensen – Women of the Mountains recognition by the UN
  
- Danny Davis – Opens Q&A
  
- Danny Davis - Organize the group photo
  
- Regan Warner - Ambassadors signature on the poster
  
- 11:00am Christian Jensen - Presents gifts

**HOST:**



UTAH INTERNATIONAL MOUNTAIN FORUM  
A COALITION OF STUDENT CLUBS AT  
UTAH VALLEY UNIVERSITY

UTAH INTERNATIONAL MOUNTAIN FORUM

[www.utahimf.org](http://www.utahimf.org);

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**SPONSOR:**



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**For more information,**  
**please contact:**

Christian Jensen V  
President UIMF,  
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Munkbhat Batmunkh,  
Vice President UIMF,  
e-mail: [infinitymonkh@gmail.com](mailto:infinitymonkh@gmail.com);

# Assignments

Permanent Representative of Kenya to the UN, Ambassador Macharia Kamau, has spent over 25 years at the United Nations. He was a co-chair and co-facilitator of the Open Working Group on United Nations Sustainable Development Goals and Post 2030 Agenda.

The meeting is hosted by the Utah International Mountain Forum, a coalition of student clubs at UVU. UIMF members will inform the Ambassador about our contribution to the Sustainable Mountain Development and Gender agenda of the United Nations since 2007. As well as the adoption of the Mountain targets among the SDG's. UVU Student Jessler Molina made a statement before the session of the open working group in December 11<sup>th</sup> 2013.



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**Logistics Group**

The focus of the Logistics group is coordinating facilities and supplies. This includes Room Reservations, Advertisement, and proper documentation. The Logistics team is the foundation for professional appearance, and a smooth event.

<b>Assignment</b>	<b>Volunteer</b>	<b>Due Date</b>	<b>Phone/Email</b>	<b>Date Completed</b>
Contact Amy Barnett (801-863-8897) about room reservation and other logistics there.	Munkhbat Batmunkh	2/2		2/6
Make a reservation for a Camera from the Department of History and Political Science.	Danny Davis	2/6		2/6
Badges need to be printed for the organizing committee. Coordinate with Kimberly Williams in CB203A. Badge templates can be obtained from Christian.	Christian Jensen V	2/9		2/9
Prepare 5-6 packages of documents about UIMF and UVU for guest and meeting attendees. Contact Baktybek Abdrisaev and Kimberly Williams CB203A for printing help.	Danny Davis	2/9		2/9
Prepare posters and tripods for the meeting. Contact Baktybek Abdrisaev CB203M	Munkhbat Batmunkh	2/9		2/9

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**Protocol Group**

The Protocol group is responsible for making and maintaining contact with host of the invited guest. It is necessary to be extremely professional and warm hearted towards our guest. Gifts may also be necessary.

<b>Assignment</b>	<b>Volunteer</b>	<b>Due Date</b>	<b>Phone Number</b>	<b>Date Completed</b>
Arranging both organized arrival and departure of UIMF group for meeting at LA116.	Munkhbat Batmunkh	2/9		2/9
Prepare a draft of the opening remarks for UIMF President	Christian Jensen V	2/4		2/4
Prepare drafts for other students to say about UIMF contribution to SDGs: <b>1. Tony Medina</b> <b>2. Regan Warner</b> <b>3. Christian Jensen V</b> <b>4. Munkhbat Batmunkh</b> <b>5. Jenny Starley</b>	Christian Jensen V	2/4		2/4
Prepare souvenirs for guest	Christian Jensen V	2/8		2/8
Prepare a sentence for guest to write on poster about UIMF	Regan Warner	2/7		2/7
Writing thank you letters to VIP-guests after the event	Christian Jensen V	2/12		2/12

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**Media Group**

The Media group will focus on advertising the event through Articles, Social Media, and photography. Establish contact with various media outlets, and spread the messages of the event.

<b>Assignment</b>	<b>Volunteer</b>	<b>Due Date</b>	<b>Phone Number</b>	<b>Date Completed</b>
Photo coverage of the event	Matthew James	2/9		2/9
Group photo after the meeting	Matthew James	2/9		2/9
Prepare Media Information package	Danny Davis	2/8		2/8
Make Contact and coordinate with UVU Review	Tenika Ray	2/8		2/10
Write an article about the round table and post on UIMF web-site	Regan Warner	2/10		2/11
Posting information and articles with coverage of the event on the UIMF Facebook, Twitter page	Yanko Dzhukev	2/9		2/11
Writing a draft of the report to FAO UN about the event	Regan Warner / Danny Davis	2/9		2/11