



## HIGH-LEVEL POLITICAL FORUM ON SUSTAINABLE DEVELOPMENT

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# Task List

Utah Valley University Delegation Visit to the  
United Nations High Level Political Forum on  
Sustainable Development

New York City, New York

JULY 15<sup>th</sup> to 19<sup>th</sup>, 2018

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# Mission of the visit

Utah Valley University (UVU) faculty and students, Damon Ashcraft, Sam Elzinga and Andrew Jensen from the Utah International Mountain Forum (UIMF), a coalition of student clubs ([www.utahimf.org](http://www.utahimf.org)), will participate at the 2018 High Level Political Forum (HLPF) on sustainable development from July 14th to the 19<sup>th</sup>. They will report on how UIMF members promote UN's sustainable mountain development agenda in the State of Utah, North America and globally through UVU engaged learning model. Students will be a part of UVU delegation led by Dr. Baktybek Abdrysaev, Lecturer at History and Political Science, UVU and UIMF mentor, and comprised of the Sustainable Mountain Development (SMD) club President Kyler Pigott, SMD club Vice-president Damon Ashcraft, SMD club member Caitlin Tomly, Foreign Affairs club President Sam Elzinga and Model UN club President Andrew Jensen. The UIMF is a coalition of student clubs comprised of the Sustainable Mountain Development, Model UN, Foreign Affairs, College Democrats, College Republicans, and others. The UVU delegation oral statement was submitted for presentation at HLPF through the sponsorship of the Russian Academy of Natural Sciences, a non-governmental organization in general consultative status with Economic and Social Council (ECOSOC) of the UN.

The head of each task group will follow up with students to ensure assigned tasks are completed

# Logistics

Task	Name	Due Date	Date Completed
Ensure all attendees have 2 printed copies of acceptance letter for registration	Andrew Jensen	July 12 <sup>th</sup>	July 9 <sup>th</sup>
Ensure that everybody has business cards	Damon Ashcraft	July 3 <sup>rd</sup>	June 28 <sup>th</sup>
Examine/create agenda of the visit to HLPF and include events to attend (use agenda for the visit to the 62 <sup>nd</sup> session of the Commission on the Status of Women in March 2018 on UIMF web-page as template)	Andrew Jensen & Sam Elzinga	July 5 <sup>th</sup>	July 12 <sup>th</sup>
Prepare folders with brochures about UVU and UIMF to present during meetings	Damon Ashcraft	July 3 <sup>rd</sup>	July 2 <sup>nd</sup>
Ensure all attendees have received badges	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	July 16 <sup>th</sup>	July 16 <sup>th</sup>
Gather all receipts/ expenditure records for reimbursement after the visit	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	Beginning-End	July 23 <sup>rd</sup>
Create ideas for time spent not at UN (personal agenda for UVU accountability and future students). Keep continuous log.	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	Beginning-End	Done
Book accommodations for student delegation	Damon Ashcraft	June 19 <sup>th</sup>	June 19 <sup>th</sup>
Schedule transportation from airport to accommodations	Andrew Jensen	June 21 <sup>st</sup>	June 21 <sup>st</sup>

# Secretariat and Analysis

Task	Name	Due Date	Date Completed
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Prepare a draft of the written statement for submission through the Russian Academy of Natural Sciences, the Mountain Institute and Utah China Friendship Improvement Sharing Hands Development & Commerce to the HLPF	Kyler Pigott, Caitlin Tomley, Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	May 4 <sup>th</sup>	May 4 <sup>th</sup>
Prepare a draft of the oral statement for submission through the Russian Academy of Natural Sciences, the Mountain Institute and Utah China Friendship Improvement Sharing Hands Development & Commerce to the HLPF	Kyler Pigott, Caitlin Tomley, Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	May 4 <sup>th</sup>	May 4 <sup>th</sup>
Prepare a draft of the leading article for UIMF website about the visit results	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	July 25 <sup>th</sup>	July 31 <sup>st</sup>
Gather support from the Russian Academy of Natural Sciences, the Mountain Institute and Utah China Friendship Improvement Sharing Hands Development & Commerce, NGOs in consultative status with UN ECOSOC for oral statement from	Yanko Dzhukev	April 1 <sup>st</sup>	April 20 <sup>th</sup>
Article about preparations for the visit to HLPF	Damon Ashcraft	June 28 <sup>th</sup>	June 28 <sup>th</sup>

## Protocol

Task	Name	Due Date	Date Completed
Coordinate meetings at UN through the global engagement office:	Sam Elzinga & Andrew Jensen	July 14 <sup>th</sup>	July 16 <sup>th</sup> – July 19 <sup>th</sup>
1. With Permanent Representatives to the UN of Uzbekistan, Bosnia and Herzegovina, Botswana and Uganda			
2. Permission to get group on the United Nations General Assembly podium	Sam Elzinga & Andrew Jensen	July 14 <sup>th</sup>	Cancelled due to the UNGA hall renovation
Create folders to present at UN	Damon Ashcraft	July 5 <sup>th</sup> /10 <sup>th</sup>	July 12 <sup>th</sup>

Schedule meeting with Mr. Grammenos Mastrojeni, Coordinator for the Environment in Development Cooperation and Head of the Science-Policy Interface in the Foreign Ministry of Italy and Giorgio Grussu, program coordinator for the Mountain Partnership at the FAO	Sam Elzinga	July 16 <sup>th</sup>	July 16 <sup>th</sup>
Schedule meeting with Richard Jordan, Director of Special Projects at the NGO	Sam Elzinga	July 15 <sup>th</sup>	July 16 <sup>th</sup>
Schedule meeting with Mr. Felipe Queipo, Information Officer for the United Nations' NGO Relations & Advocacy branch of the Department of Public Information (DPI)	Sam Elzinga	July 15 <sup>th</sup>	Cancelled
Schedule meeting with Permanent Representative of Tajikistan to the United Nations, His Excellency Mahmamin Mahmaminov	Sam Elzinga	July 16 <sup>th</sup>	July 17 <sup>th</sup>
Schedule meeting with Permanent Representative of Uzbekistan to the United Nations, His Excellency Bakhtiyor Ibragimov	Sam Elzinga	July 1 <sup>st</sup>	July 17 <sup>th</sup>
Schedule meeting with Mr. Ryan Koch, Director of Public and International Affairs at the UN for LDS Charities	Sam Elzinga	July 15 <sup>th</sup>	July 18 <sup>th</sup>
Schedule meeting with Permanent Representative of Kyrgyzstan to the United Nations, Her Excellency Mirgul Moldoisaeva	Sam Elzinga	July 16 <sup>th</sup>	July 18 <sup>th</sup>
Schedule meeting with Dr. Takeshi Utsumi and Mr. Gabriel F. Avgerinos, Global University System (GUS) Team	Andrew Jensen & Baktybek Abdrisaev	July 16 <sup>th</sup>	July 18 <sup>th</sup>

## Media

Task	Name	Due Date	Date Completed
Contact UVU Press for article publication	Andrew Jensen	July 20 <sup>th</sup>	Pending
Contact UVU Marketing for Press Release	Andrew Jensen	July 18 <sup>th</sup>	Pending
Photography during events and posting at UIMF website	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	July 15 <sup>th</sup> -19 <sup>th</sup>	July 15 <sup>th</sup> -19 <sup>th</sup>

Submit Piece to FAO-UN	Sam Elzinga	July 19 <sup>th</sup>	July 20 <sup>th</sup>
Submit Piece to New York Times	Sam Elzinga	July 26 <sup>th</sup>	No response
Submit Piece to Deseret News	Sam Elzinga	July 28 <sup>th</sup>	No response
Submit Piece to Deseret News	Sam Elzinga	July 28 <sup>th</sup>	No response
Submit Piece to the High Education Tomorrow blog	Sam Elzinga	August 2 <sup>nd</sup>	August 7 <sup>th</sup>

## Follow Up

Task	Name	Due Date	Date Completed
Schedule meeting with Utah Governor's Office	Sam Elzinga	Post Trip	Pending
Schedule meeting with Mayor of Orem & Provo	Sam Elzinga	Post Trip	Pending
Schedule meeting with Dean of CHSS, Dr. Steven Clark	Sam Elzinga	July 24 <sup>th</sup>	August 3 <sup>rd</sup>
Schedule meeting with Dr. Baldomero Lago, CIO/Vice-Rector, Office of Global Engagement	Sam Elzinga	July 20 <sup>th</sup>	August 9 <sup>th</sup>
Submission of write-ups about the visit to HLPF for UIMF web site. Write on daily bases.	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	July 24 <sup>th</sup>	August 17 <sup>th</sup>
Writing letters with appreciation to counterparts in New York who made the UIMF visit to UN a real success	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	July 24 <sup>th</sup>	August 19 <sup>th</sup>
Writing letters with appreciation to all sponsors of the visit of UVU delegation to HLPF 2018	Andrew Jensen, Damon Ashcraft, & Sam Elzinga.	July 24 <sup>th</sup>	August 19 <sup>th</sup>

## Sponsors of the visit:

