



## **Task List**

# **Visit of the Permanent Representative of Tajikistan to the United Nations, His Excellency Mr. Mahmamin Mahmaminov to Utah Valley University**

**October 5<sup>th</sup>, 2018**



**Orem, UT**

**Mission:**

- 1). To follow up on conversations with Ambassador Mahmaminov during the High-Level Political Forum on Sustainable Development concerning sustainable mountain development in Tajikistan;
- 2). To inform Mr. Mahmamin Mahmaminov on UIMF activities in Utah, the United States, and the United Nations regarding the promotion of the sustainable mountain development;
- 3). To learn about Tajikistan's implementation of SDG 6 through their Water Decade Initiative, and;
- 4). discuss how to host a side event at a United Nations Conference with UIMF and other national stakeholders in the future.

### Coordination

Task	Volunteer	Due Date	Date Completed
Coordinate with Affiliate Centers and Departments on UVU Campus with to make sure Agendas are coherent	Samuel Elzinga	10/1/18	10/1/18

### Protocol

Task	Volunteer	Due Date	Date Completed
Create Task List	Samuel Elzinga	9/26/18	10/1/18
Draft Talking Points for UIMF Meeting with the Tajik Ambassador	Hagen Isaacson, Megan Davis	9/28/18	9/28/18
Identify Key Priorities for Tajikistan at the UN, including SDGs which are the focus for implementation by Tajikistan	Megan Davis	9/28/18	9/28/18
Prepare 2 Folders of Official Documents from the Congressional Record and United Nations Highlighting UIMF for VIP Guests	Hagen Isaacson	10/5/18	10/5/18

### Global Operations

Task	Volunteer	Due Date	Date Completed
Create Memo on Tajikistan	Joseph Lloyd	9/28/18	9/27/18
Present Memo on Tajikistan to the UIMF and Foreign Affairs Club	Samuel Elzinga	9/28/18	9/28/18
Ask prepared questions to Tajik PR	Emma Warner Viktoria Bahrii Abeir Isawy	10/5/18	10/5/18

### Logistics

Task	Volunteer	Due Date	Date Completed
Prepare Gifts: Mug Stress balls T-Shirt	Samuel Elzinga	10/4/18	10/4/18
Prepare and Bring 3 Posters to LA 116	Megan Davis	10/5/18	10/5/18
Bring Easels for UIMF Meeting	Hagen Isaacson	10/5/18	10/5/18
Prepare Draft of the poster message for Signing	Hagen Isaacson	10/4/18	10/5/18
Prepare Posters for Signing	Lloyd Joseph	10/4/18	10/5/18
Prepare and Bring markers to Sign Poster	Lloyd Joseph	10/5/18	10/5/18

### Media

Task	Volunteer	Due Date	Date Completed
Photography	Hailee Hodgson	10/4/18	10/5/18
Videography	Leila Mitchell	10/4/18	10/5/18
Submit Write Ups for UIMF Website	Hagen Isaacson, Samuel Elzinga Joseph Lloyd Emma Warner Viktoriiia Bahrii Kendra Martell Megan Davis POLS 2100 Class PLS 3510 Class	10/4/18	
Post Write Ups on UIMF Social Media	Yanko Dzhukev Megan Davis	10/4/18	
Contact UVU Marketing and UVU Review	Mark Driggs	10/4/18	