



Utah International Mountain Forum Visit to the United Nations 63rd Session of the Commission on the Status of Women

Held in New York City, New York, on March 18-20, 2019

OFFICIAL DELEGATION TASK LIST

BACKGROUND

On Tuesday, March 19, 2019, members of the Utah International Mountain Forum (UIMF), a coalition of student clubs at Utah Valley University (UVU), will attend the 63rd Session of the United Nations (UN) Commission on the Status of Women (CSW63) by hosting a parallel event at the Church Center of the UN, titled “Student Engaged Learning to Empower Mountain Women and Girls.” The event will be the culmination of preparations that began in September 2018, and feature presentations by students and faculty regarding the implementation of the UN’s 2030 Development agenda about sustainable mountain development (SMD), Sustainable Development Goal (SDG) #5 on gender equality, as well as the three mountain targets under the SDGs.

In order to make all preparations for the event, the following tasks will be assigned to each class member, with certain students being assigned as leaders over groups of specific tasks. Each group member and group leader will be responsible to work with each other to complete the tasks, as well as to report to each other their progress.

CONTACT INFO

| <i>Name</i> | <i>Email</i> | <i>Phone #</i> | <i>Role(s)</i> |
|----------------------|---|---|--|
| Michael Hinatsu | *personal information removed for privacy | *personal information removed for privacy | Project coordinator |
| Hailee Hodgson | | | Documentation/Records group member |
| Laila Mitchell | | | Documentation/Records group member |
| Viktoriia Bahrii | | | Documentation/Records group leader |
| Aldon Trimble | | | Activities/Events Group Leader . Logistics/Costs team member |
| Abdulrahman Alghanmi | | | Logistics/Costs Group member |
| Rebecca Bindraban | | | Logistics/Costs Group Leader |
| Hannah Bieker | | | Parallel Event Planning Group member, Activities/Events group member |
| (Dirk) William Gum | | | Parallel Even Planning Group member |
| Ezra Pugliano | | | Parallel Event Planning Group member |
| Veronica M Caballero | | | Parallel Event Planning Group member |
| Megan Davis | | | Parallel Event Planning Group leader |

- Please remember to use Slack and text messaging as much as possible when working with each other
- Remember to CC me, Dr. Abdrisaev, and your group leader (if applicable) to ALL emails you send related to our trip.

(Continued below)

General Group Objectives

| Group | Objectives |
|--|--|
| Logistics/Costs | Figuring out all matters relating to travel and accommodations, including cost of tickets, lodging, and coordinating individual student fundraising. Overseeing actual travel arrangements and group travel during the event. Working with Logistics/Costs as needed (esp. to document costs). |
| Activities/Events (under Logistics/Costs group) | Scheduling meetings and talks with diplomats, members of NGOs, and others, for the purpose of networking to promote SMD, UVU and UIMF. Coordinating any group sightseeing/tourism. Working with Logistics/Costs as needed (esp. developing travel agenda/itinerary). |
| Parallel Event Planning | Coordinating student discussion points and what UIMF will present on about during the Parallel Event scheduled for Tuesday, March 19th, as well as making sure the event will proceed smoothly and within our allotted time frame. Developing Parallel Event agenda. Working with Documentation/Records Group as needed. |
| Documentation/Records | Coordinating individual students' write ups on daily events, meetings with diplomats, the parallel event, and so on. Overseeing the creation of any supplemental materials (e.g. brochures, flyers, etc.) Photography/video of the trip, especially of important meetings and the parallel event. Coordinating media outreach following the event. |

- Task completion may require working with another group, especially where handouts or other documents are required.
- Please keep records of work you accomplish towards completing the tasks. This will help later when we make write-ups and reflections about the trip, as well as in developing a curriculum for future SMD classes.
- If someone in your group is unresponsive or unable to work, use someone from a different group

GENERAL DATES TO BE AWARE OF (may change)

- **January 27: Registration and confirmation due**
- **January 31: Plane tickets purchased and flights booked**
- **March 11: All plans, agendas, print media, etc. must be completed**

Logistics/Costs Group Tasks

| Task | Assigned Member | Due Date | Date Completed | Task Details |
|--|--|---------------------|-----------------------|---|
| Ensure all students' flights are booked | Rebecca Bindraban | 31 Jan 2019 | 31 Jan 2019 | Students purchase their own tickets (may be reimbursed later). Flights must be two way. Must arrive by Sunday morning; leave whenever they want, after Tuesday March 19. Coordinate travel to/from the airport, or see that it is arranged. |
| Ensure accommodations are booked | Michael Hinatsu | 3 Feb 2019 | 1 Feb 2019 | Ensure students who already have accommodations are accounted for. Preference is 2 Airbnb (1 for men, 1 for women), but affordability is key. <i>Parallel event address:</i> Church Center of UN, 777 United Nations Plaza, NYC, NY, 10017 |
| Coordinate fundraising efforts to pay for flights/accommodations | Rebecca Bindraban, Michael Hinatsu, Hailey Hodgson | 14 Jan - 13 Mar | 13 Mar | |
| Print off fundraising sheets | Megan Davis, Hailee Hodgson | 12 Feb | 15 Feb | Distribute no later than Wednesday at class |
| Ensure student awareness of anticipated costs/funding opportunities | Michael Hinatsu, Rebecca Bindraban, Hailey Hodgson | 7 Jan - 31 Jan 2019 | 13 Mar | |
| Finalize travel itinerary/schedule (coordinate with Activities/Events group) | Rebecca, Aldon | 11 Mar 2019 | 11 Mar | Creation of trip agenda/itinerary with everything on it**. Documentation group must have this by 11 March |
| Create group messaging system for trip communications | Abdulrahman Alghanmi | 7 Jan - 14 Mar 2019 | Jan, 21st, 2019 | |
| [add tasks as needed] | | | | |

- **Take a look at last year's agenda for reference: [link](#); this article explains last year's delegation preparations: [link](#)

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Activities/Events Group Tasks (under Logistics/Costs group)

| Task | Assigned Member | Due Date | Date Completed | Task Details |
|--|----------------------------------|----------------------|---|---|
| Coordinate reaching out to diplomats/civil society to schedule meetings related to our event/cause | Aldon Trimble | 14 Jan - 11 Mar 2019 | 11 Mar (Dr. Lago's office; Turkmenistan?) | Networking for awareness to Utah/UVU/UIMF is a key part of the trip. Key contact: Amy Barnett at the Office of Engaged Learning, (she has contacts diplomatic missions and others) |
| [add specific goals related to specific events as needed] | | | | |
| Plan group events related to tourism/sightseeing | Aldon Trimble | 14 Jan - 11 Mar | 11 Mar | Relay anticipated costs to the Logistics/Cost Group. Be aware that our group includes those not in our MWF class. |
| Finalize travel itinerary/schedule (coordinate with Logistics/Costs group) | Aldon Trimble, Rebecca Bindraban | 11 Mar 2019 | 11 Mar (travel arrangements, group tours, group meet up locations, meals, side events, parallel events) | You and the Logistics/Costs group are responsible for the itinerary/agenda. The Documentation/Media Group must have this by 11 Mar 2019 |
| [add more tasks as needed] | | | | |
| Schedule presentation at | | 29 Mar 2019 | | Work with me and Professor |

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| UVU via Office of Global Engagement to report trip results | | | | on this when the time comes. This is a big event highlighting our successes. Involve outside groups (e.g. Orem Mayor, Orem Rotary). |
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- Take a look at last year's trip agenda; note the amount of time left for travel/group events/free time: [link](#)

(cont. below)

Parallel Event Planning Group

| <i>Task</i> | <i>Assigned Member</i> | <i>Due Date</i> | <i>Date Completed</i> | <i>Task Details</i> |
|---|--|---------------------|-----------------------|--|
| Prepare general agenda for parallel event (including speakers, subject matter, time limits) | Megan Davis Hannah Bieker | 14 Jan - 6 Mar 2019 | 13 Mar | See below** |
| [add specific tasks related to agenda as needed] | | | | |
| Prepare PowerPoint presentation for parallel event | Ezra Pugliano | 6 Mar 2019 - 11 Mar | 18 Mar 2019 | Link to last year's delegation PowerPoint: link . This involves coordination with all presenters, including both students and faculty |
| Finalize detailed parallel event agenda (e.g. speakers list, time allotments) | Megan Davis, Michael Hinatsu | 11 Mar 2019 | 13 Mar | Entire event set in stone, including presenters, topics, duration, etc. |
| Finalize all print media for parallel event | Veronica Caballero, Viktoriia Bahrii, William Gum, Michael Hinatsu | 11 Mar 2019 | 15 Mar | Work with presenters for print media requirements. All must be ready to print by 11 March. You create the poster. (Example of last year's poster: link) |

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| Prepare and finalize application for oral statement | Michael Hinatsu | 24 Jan - 18 Feb | 18 Feb | Review info on this website related to the oral statement: link |
| Prepare and finalize application for intervention | Michael Hinatsu | 24 Jan - 18 Feb | 18 Feb | Review info on this website related to the intervention: link |
| [add tasks as needed] | | | | |

- **The goals of the parallel event:
 - Showcase how UVU students use student-engaged learning to gain professional advancement, leadership skills, and positively contribute to their communities and localities
 - Report on UVU and UIMF's efforts to contribute to the UN 2030 Development agenda by advocating for SMD and mountain women
 - Showcase Utah as the best example of SMD
- We have 1 hour 15 minutes allotted, and 20+ people may be presenting
 - Other groups on campus have expressed interest in being part of the event. Contact me or Dr. Abdrisaev for more info.
 - Fill the time with people in our class, other on-campus groups, and whoever you want.
- The following links may be helpful
 - 2018 delegation member report on hosting the event: [link](#)
 - Description of parallel event: [link](#)
 - "OFFICIAL STATEMENTS DURING SIDE AND PARALLEL EVENTS" section of this online article about last year's delegation: [link](#)

(Documentation group tasks on next page)

Documentation/Records Group Tasks

| Task | Assigned Member | Due Date | Date Completed | Task Details |
|---|-----------------------------------|---|--|--|
| Ensure all students are registered | Viktoriia Bahrii, Michael Hinatsu | 27 Jan 2019* | 27 Jan | Two parts: 1) online registration, 2) NGO approval |
| Ensure students have 2 printed copies of registration acceptance letter | Viktoriia Bahrii, William Gum | 3 Feb 2019 (re-verify on 13 Mar 2019) | 11 Mar | This task can be completed whenever RANS approves of students' registration. Students must have a hard copy in order to receive UN grounds passes in NYC. |
| Produce print media for parallel event and any other events/meetings | Hailee Hodgson, William Gum | 14 Jan - 13 Mar 2019 | 15 Mar | You will <i>not</i> be responsible for the actual creation of the media, but for printing/creating and distribution. Others will give you the media for printing no later than 11 March. |
| Contact UVU press for article publication | William Gum | 8 Mar 2019 | 8 Mar | Author(s) can be anyone in the SMD class, or you can do it within your group. At least two authors may be helpful. |
| Contact local Utah media outlets for article publication | William Gum | 4 Mar 2019 | Will do after we get back | Review each outlet's requirements. |
| Print and distribute agenda for the trip | Hailee Hodgson | 13 Mar 2019 | Not completed; emailed to everyone on 17 Mar | You will not be responsible for the actual creation of the agenda, only to print and distribute it. The other groups have to send you finalized details by 11 March. |
| Photography during entire trip | Hailee Hodgson | 17-20 Mar 2019 <i>Posted to UIMF website: 25</i> | 20 Mar | |

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| | | Mar 2019 | | |
| Create leading article for UIMF website about the visit | Michael Hinatsu | 25 Mar 2019 | 9 Mar 2019 | |
| Ensure all students submit write-ups about the trip | Hailee Hodgson, Michael Hinatsu | 17, 18, 19, 20 Mar 2019 | Being completed (need from Aldon, Hannah) | This due date will NOT be changed, unless for extraordinary need. |
| Contact UVU/local media outlets for article about trip results | William Gum | 25 Mar 2019 | | |

Registration Status

| <i>Name</i> | <i>Email</i> | <i>Phone #</i> | <i>Registration Status</i> |
|----------------------|---|---|----------------------------|
| Michael Hinatsu | *personal information removed for privacy | *personal information removed for privacy | Registered |
| Hailee Hodgson | | | Registered |
| Laila Mitchell | | | Registered |
| Viktorii Bahrii | | | Registered |
| Aldon Trimble | | | Registered |
| Abdulrahman Alghanmi | | | Registered |
| Cory Levin | | | Not applied |
| Rebecca Bindraban | | | Registered |
| Hannah Bieker | | | Registered |
| (Dirk) William Gum | | | Registered |
| Ezra Pugliano | | | Registered |
| Veronica M Caballero | | | Not applied |

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| Megan Davis | | | Registered |
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Michael's tasks

| <i>Task</i> | <i>Due Date</i> | <i>Date Completed</i> |
|--|--------------------------------|-----------------------|
| Coordinate writing statement with Andrew, Colin, Angela | October 22, 2018 | October 21, 2018 |
| Send letters to UN Secretary General, ECOSOC President, and 46 VNR nations | November 8, 2018 | November 8, 2018 |
| Follow up with UNSG, ECOSOC president, and 46 VNR nations | November 8 – December 8, 2018 | November 21, 2018 |
| Send follow up letters about ECOSOC publishing statement | November 19 – December 19 2018 | December 18, 2018 |
| Submit application for parallel event | November 9, 2018 | November 9, 2018 |
| Register for CSW | January 27, 2019 | January 3, 2019 |
| Apply for BOTS | 11 Jan 2019 | 10 Jan 2019 |
| Apply for URSCA | 1 Feb 2019 | 20 Jan 2019 |

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| Create task lists for SMD class | 14 Jan 2019 | 14 Jan 2019 |
| Apply for travel Grant | 31 Jan 2019 | 27 Jan 2019 |
| Create ECOSOC lesson/quiz | Feb 1 2019 | 31 Jan 2019 |
| Teach ECOSOC lesson/quiz | Feb 4 2019 | 4 Feb |
| Create documents for SMD class to reach out to ECOSOC members | Feb 6 2019 | 7 Feb |
| Commence SMD class reaching out to ECOSOC members | Feb 11 2019 | 11 Feb |
| Research McGill statements | Feb 11 2019 – 11 Mar 2019 | Being done |
| Purchase plane ticket (wait for Rebecca and Kimberly) | | 13 Feb 2019 |
| Book Airbnb for men | 3 Feb 2019 | 29 Jan 2019 |
| Reapply for URSCA | 1 Mar 2019 | 27 Feb 2019 |
| Print out travel itinerary and Airbnb itineraries | 1 Mar 2019 | 13 Mar 2019 |
| Ensure people turn in their write ups | 17 Mar 2019 | Need from: Rebecca, Hannah, Hailee, Laila, Aldon |

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|--|----------------------------|--|
| | 18 Mar 2019 | Need from: Hannah, Aldon |
| | 19 Mar 2019 | Need from: Viktoriia, Aldon |
| | 20 Mar 2019 | Need from: everyone except Michael and Abdul |
| Compile test questions for midterm | To be done after we return | |
| Announce due dates of midterm | To be done after we return | |
| Ensure that assigned classmates complete press releases, preparations for UVU debrief of CSW63 | To be done after we return | |