



HIGH LEVEL STEERING GROUP MEETING

Date: Monday, 19th September 2016

Time: 07:15 am – 08:15 am

Venue: Maurice Pate Conference Room, 13th Floor, UNICEF House, 3 United Nations Plaza, New York, NY 10017

HLSG Logistics Focal Points: Sara Bhinder (sbhinder@unicef.org); Morgan Strecker (mstrecker@unicef.org, Mobile: 1 917 818 7407); Atif Rafique (arafique@unicef.org, Mobile 1 917 391 3701)

AGENDA

Time	Item	Action	Lead
07:00	Arrival		
07:15	Welcome and Introductions <ul style="list-style-type: none"> ○ Overview of meeting objectives 	Discussion	Chair, HLSG (UN Special Envoy)
07:20	Education Cannot Wait – Operations <ul style="list-style-type: none"> ○ Secretariat recruitment, long term investment criteria, Standard Contribution Agreement ○ Establishing a task team for operational and fiduciary oversight 	Discussion Decision	Executive Director, UNICEF
07:30	Initial Investments	Decision	Amb. Tarald Brautaset
07:50	Syria Update	Discussion	Chair, HLSG (UN Special Envoy)
07:55	Resource Mobilisation and Advocacy	Discussion	Chair, HLSG (UN Special Envoy)
08:05	Any other business	Discussion	Chair, HLSG (UN Special Envoy)
08:15	End		

See overleaf for logistical information



LOGISTICS

Getting to UNICEF House:

Please ensure your Principal arrives on or around 07:00 am so that they are able to get through UN General Assembly related security on East 44th between 2nd and 3rd Avenues (this is where UNICEF House is located). UNICEF HLSG focal points (mobile numbers listed above) will be positioned on 2nd and 3rd Avenues as well as at the UNICEF House Reception Desk to escort HLSG members and their Plus One to the 13th Floor.

Room details:

The room will be organized in Boardroom format.

Name plates will be pre-positioned on the meeting table.

Due to space restrictions, HLSG Members should bring no more than one Official for support purposes.

A light breakfast will be available.

The HLSG meeting will not be open to media or social media use.