



# Task List

Utah Valley University Delegation Visit to  
the United Nations 62nd Session of the  
Commission on the Status of Women

New York City, New York

March 18-23, 2018



# Mission

Faculty and students from the CHSS, WSB, CS, and CHPS will report on how UN's gender agenda is promoted at UVU through engaged learning during the 62nd session of the UN Commission on the Status of Women (CSW62) on March 19-21, 2018. Students will be a part of UVU delegation led by Dr. Baldomero Lago and comprised of 20 members. The CSW is the global intergovernmental political body dedicated to the promotion of gender equality/empowerment of women. Our delegation statement was distributed as official UN document E/CN.6/2018/NGO/37 on December 7, 2017 and highlighted seven initiatives:

Students since 2007 host the international Women of the Mountains Conferences (WOMC) at UVU. The UN Secretary General's Report on Sustainable Mountain Development A/71/256 from July 27, 2016 highlighted the UIMF for hosting the WOMC and providing recommendations to the UN on implementations of goal #5 on gender equality, the only university from North America to do that.

Students will acquire important knowledge and experience on how to contribute to official agenda documents of the CSW62 by making statements and presentations in the three official activities of the CSW:

Permanent Missions of Bosnia and Herzegovina, and Uzbekistan to the United Nations agreed to co-sponsor side event during CSW62. Similarly, the Russian Academy of Natural Sciences, an NGO, accredited under United Nations ECOSOC is co-sponsoring a parallel event highlighting UVU model of student engagement due to the benefits which it provides for development joint educational projects and exchanges.

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

## Logistics

## Head: Matthew Rands

Task	Name	Due Date	Date Completed
Ensure all attendees have 2 printed copies of acceptance letter for registration	Dylan Genes	03 Feb 2018	3 Feb 2018
Ensure that everybody have business cards	Matthew Rands	12 Mar 2018	15 Mar 2018
Coordinate presentation time and content between students and faculty	Monica English	25 Mar 2018	23 Mar 2018
Prepare brochures	Isak Larsen	16 Mar 2018	15 Mar 2018
Distribute souvenirs to delegation members	Carol Cardenas	12 Mar 2018	13 Mar 2018
Ensure all attendees are registered and received badges	Dylan Genes	19 Mar 2018	19 Mar 2018
Create group messaging system to communicate	Sarah Hall Dylan Genes	15 Mar 2018	15 Mar 2018
Gather all receipts/ expenditure records for GEL Grant	Dylan Genes	26 Mar 2018	28 Mar 2018

# Secretariat and Analysis

Head: Derek Garfield

Task	Name	Due Date	Date Completed
Draft of the final report about the visit for GEL Office	Monica English	25 March 2018	
Draft of the leading article for UIMF website about the visit results	Derek Garfield	25 March 2018	22 Mar 2018
Gather NGO support for oral statement	Yanko Dzhukev	17 Feb 2018	9 Mar 2018
Coordinate visit of Marcia to train delegation on success at UN	Matthew Rands	2 March 2018	28 Feb 2018
Finalize presentations for CSW62	Monica English	16 March 2018	16 Mar 2018
Gather NGO support for oral statement	Yanko Dzhukev	17 Feb 2018	February 17, 2018

# Protocol

Head: Dylan Genes

Task	Name	Due Date	Date Completed
Compile database of flights/hotels	Dylan Genes	16 Feb 2018	16 Feb 2018
Coordinate meeting outside UN building for group	Dylan Genes	19 Mar 2018	18 Mar 2018
Coordinate tour at UN with Veronica Caballero	Dylan Genes	19 Mar 2018	19 Mar 2018
Finalize agenda of the visit with Veronica Caballero	Dylan Genes	16 Mar 2018	12 Mar 2018
Create folders to present at UN	Matthew Rands	16 Mar 2018	14 Mar 2018

# Media

Head: Carlos Alarco

Task	Name	Due Date	Date Completed
Contact UVU Press for article publication	Monica English	7 Mar 2018	7 Mar 2018
Contact local Utah media outlets for publishing article.	Monica English	1 Mar 2018	8 Mar 2018
Photography	Carlos Alarco	19 Mar	19 Mar

during events and posting at UIMF web-site		2018	2018
Outreach to FAO and global community	Yanko Dzhukev	19 Mar 2018	19 Mar 2018

## Follow Up

Head: Matthew Rands

Task	Name	Due Date	Date Completed
Schedule meeting with Utah Governor's Office	Hannah Barlow	30 Mar 2018	
Schedule meeting with Mayor of Salt Lake	Amy Cope	30 Mar 2018	
Schedule meeting with Orem Mayor	Amy Cope	30 Mar 2018	5 Mar 2018
Submission of write-ups about the visit to UIMF web-site	All student members of UVU delegation	23 Mar 2018	23 Mar 2018