

2018 SBCC Summit Steering Committee Meeting Notes - March 15, 2018

Participants: Rob, Sohini, Warren, Katinka, Sue, Sonali, Rafael, Charlotte, Susan, Adelaida, and Stephanie

DISCUSSION TOPIC	ACTIONS
1. INTRODUCTIONS, WELCOME, & RECAP	
<ul style="list-style-type: none"> • Welcomed all joining the meeting • Briefly re-capped action items from last meeting: https://www.comminit.com/content/sbcc-summit-2018-steering-group-private-space 	
2. REGISTRATION, UPDATES, & ACTIONS NEEDED	
<p>REGISTRATION (Susan)</p> <ul style="list-style-type: none"> • Completed registrations as of morning as of March 15 = 816 • We do not believe it includes a number of spaces we are holding for those that have reached out explicitly to confirm that they will attend but need some additional time to register with payment. Warren will reach out to follow up on some additional placeholders. It is likely that the actual number is closer to 900, but we need to confirm. • The registration deadline is currently next Monday March 19th. There is general consensus that it would be good to extend this. Before extending however, we would like to make one final push to encourage everyone to register by March 19th deadline • Will send an email on Sunday that extends the registration until COB eastern time on Friday March 30th with aim to hit over 1000 <p>PROGRAM (Susan)</p> <ul style="list-style-type: none"> • Program is available on the website and an announcement went out on Tuesday. This is a preliminary version – we are still working out some kinks and adding information. <ul style="list-style-type: none"> ○ Posters and keynotes are not yet added, as well as threads, tags, speaker changes. Aux events and other pre-event meetings are also being updated. ○ All are requested to inform networks to contact us if changes needed in titles, description, speakers, or time. Please let us know by March 26th. What we have on March 26th will be reflected in the light printed program. All final changes will be made/available on the app. • The steering committee will be acknowledged in the light print program and the digital program. Please confirm name and affiliation as listed in attached contact list by March 19th for acknowledgement in final program. <p>PREEVENT MEETINGS (see attached)</p> <ul style="list-style-type: none"> • Sat April 14 <ul style="list-style-type: none"> ○ Secretariat Meeting: 1-3pm ○ Translation Briefing 4-6 pm (TBD) • Sun April 15 	<ul style="list-style-type: none"> • CCP to do an updated count of all registration and extend registration deadline on Sunday March 18th via email announcement and website update • All to review the contact list that was sent with the agenda and indicate any changes needed to your name or affiliation to sclayton@jhu.edu by March 19th • CCP to update change in time for Sunday Youth Planning Workshop and add a Sunday meeting for the Insights team (see below) • All to complete the Google Doc t by March 30th to facilitate coordination of a Steering Committee What's app group for onsite coordination

<ul style="list-style-type: none"> ○ Steering Committee: 9:30 -11 am ○ Youth Panel Workshop: updated to 1-5 pm to accommodate travel schedules ○ Need to add a Sunday meeting for the Insights (formerly What Works team) teams <p>ONSITE COORDINATION</p> <ul style="list-style-type: none"> • In order to facilitate on-site coordination and communication there was a suggestion to begin a What’s App group and have a list of arrival dates and times. Please complete Onsite Coordination Google Doc by March 30th or as flight details are confirmed. 	
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3. CROSS -COMMITTEE DISCUSSIONS

<p>Keynote Speakers Update (Sue and Rafael)</p> <p>Confirmed list includes:</p> <ol style="list-style-type: none"> 1. Ayesha Farooq 2. David Chiriboga, 3. Anibal Gaviria 4. Youth Session 5. Miguel Sabido 6. Lillian Dube 7. Nahla Valji 8. Kriti Sharma 9. Minister of Health Prof. Dr. dr. Nila Farid Moeloek, 10. Minister of Planning: Bambang P.S. Brodjonegoro- 11. Channing Jang 12. Secretariat Panel 13. Donor Panel 14. Parma Iyer <ul style="list-style-type: none"> • 2 difficulties in finalization of the schedule: 1) there are a lot of speakers, 2) and the time is short • Rafael has pulled together a table making efforts to pair 1 development perspective and 1 EE perspective in each session • We may have to use some of the afternoon plenary sessions to accommodate some speakers. The morning plenary sessions include 2 speakers and 1 10 min Comm Talk. Discussions on final placement are ongoing. • Morning Sessions are only 90 minutes, so we need to reduce the time for the speaker presentations to 20 min. <ul style="list-style-type: none"> ○ Warren: Day 1 is the most important time. We really do not want to crowd this with too many speakers. This will set the tone for the whole conference. ○ Consensus that Lillian should be removed and that the Secretariat will take this up to make final decisions ○ Everyone on the Steering Committee is now aware of the challenges/nature of the discussions, and the commitment of the Secretariat to not overcrowding the agenda. ○ The final decisions will be communicated 	<ul style="list-style-type: none"> • Secretariat to finalize Keynote placement and update steering committee • Secretariat to discuss moderators for keynotes in advance of next call • CCP will send Katinka contact info for the Comm Talk presenter and moderator for Day 4 AM plenary once confirmed so they can attend the Sunday youth planning workshop • Insights team to finalize draft and update Steering Committee • All to let Susan know if interested in participating on the Insights team • Warren to provide a summary after the call of the pieces of the Comms Strategy
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- Rafael: We also need to quickly identify the moderators for each of the speakers of the panels. Hoping that we can draw on the Steering Committee members to serve as moderators for the keynotes.
 - Susan: we will put some thought into this on the Secretariat call
- Katinka: How much time can we have for day 4 for the youth panel? Also, how can we link to Carol Gatura who is listed in the program for this plenary session?
 - 40 minutes total
 - Carol is the Comm Talk scheduled for the AM plenary on Thursday. The keynotes are not yet showing in the online program since they have not yet been decided. CCP can provide her contact information so she can be invited to the youth planning workshop. The moderator contact will also be provided as confirmed so they can also attend.
 - Contact info should be sent to Katinka who is serving as the liaison for the group

What Works/ Glue Team Update and Discussion (Susan)

- The small group is meeting and making progress. Trying to take the 3 strands identified in concept note (what works, making sense of the field now, and voice and agenda setting) and weave them through the program
- The group is still polishing a draft document. The thinking is that there will be 1 team for each strand.
 - Each team will have a captain and a few support people, and some additional volunteers
 - Each team will identify a few priority-learning questions and be responsible for ensuring there is dialogue and discussion to answer these. They can send volunteers out to attend specific sessions and report insights back and conduct polling. Additionally, there will be 2 blue-sky spaces dedicated to each strand. These are opportunities for debate and discussion as well as the afternoon plenaries
 - The captains of each team would meet and pull together some key takeaways from the Summit that can be presented on Day 5
 - If you are interested in participating let us know. These group will need to be thoughtful in organizing how to extract what is germane learning from the Summit
- Previously have been referring to this group as the “what works” or “glue” team – now rebranding it as the Trends and Insights Team
- Rob: we would like to have youth engaged in those teams – wont know until the week before
- Charlotte: Someone from the outputs group would like to work closely with the teams as this learning will be key to developing the Summit outputs products.

Youth Panel Update and Discussion (Katinka and Rob)

- Currently in the process of identifying youth. We have:
 - William Otuk (already attending)
 - Woman from Nigeria (already attending)
 - Youth from Myanmar (already attending).

- Katinka will send some sample text to promote youth space
- Charlotte to recirculate the concept note which lays out each audience and what their information needs are
- Adelaida to help sketch out what is needed in regards to video editing and footage and discuss with outputs and Comms committees
- Charlotte to update on Journal of Development Communication after next exchange with Roy

- We have not been able to get someone from LAC.
- One Youth from eastern part of Indonesia and one from Jakarta
- We would like to send out an email to these people where we indicate the practicalities and the framing so they are aligned to the 3 strands- but allow them room to determine what they will do
- Adelaida: the issue with LAC youth attendance is the funds. We do have 3 interesting candidates: 2 from PLAN and another activist, Lena Vega. But we do not have the funds.
- Sue: what are we defining as youth? Are they coming alone?
 - We have said below 25. We will take up to 30 depending on the details, but striving to keep it below 25.
 - Most are well in their 20's. If they are younger, they will be accompanied
 - Charlotte: UNICEF panel speaker is accompanied although she is over 18
 - Rob: the ones we are supporting are over 18
- Sohini: What is the social media plan?
 - Through the Cvent app we will be able to do a lot, but this is not the extent of our social media
 - Warren to provide a summary after the call of the pieces of the Comms Strategy including media, app, CI and Springboard, social media, etc.
- Charlotte: What is the structure of the group? Who is chairing the planning process?
 - Katinka, Rob, Fabio and Imogen. In very close communication with Kate and others at the UNICEF country office
 - They are reaching out through email so they can help formulate what it looks like. Youth will go to the different sessions and come back to discuss how they see it: is the youth voice being heard? Are they in a beneficiary role or in a participatory role?
- Katinka: Now that we have a core group, it is working and coming together.
 - Can advertise the youth space through the app and with a physical banner. Katinka will send some sample text

Outputs Committee Updates (Charlotte)

- The sub-committee had a good call yesterday and discussed the feedback from the Steering Committee to continue discussion on 10 pieces of evidences product in regards to:
 - Issue of politics in selecting the top pieces of evidence. We don't have all of the answers, but would like to offer some pieces people can use for advocacy or programs in the field that were selected in a fair and transparent way. This evidence would be focused on what has happened at the Summit and work closely with the insights team to identify those.
- The Comms committee will also be taking on the documentation piece. There was some discussion around resources for a conference report and video. Do we want to target resources and time on strategic outputs or do we need to have some of these more traditional outputs for donor accountability, PR, other reasons? They did not stand out in the Survey results.
 - Susan: not convinced it is worth the effort. Having small clips that can be used in multiple ways would be helpful
 - Adelaida: Value in video for documentation purposes, as well as PR. It is the editing that becomes the question. It

<p>is also important to consider that the short, informal formats – live documentation on social media is increasing important. We could have local youth do it</p> <ul style="list-style-type: none"> ○ Sonali: looking at your data – policy makers are a key target- can we customize something with key audiences in mind? Can we be more strategic about the products? There is often another level of distillation to make the products useful. <ul style="list-style-type: none"> ▪ Charlotte to recirculate the concept note which lays out each audience and what their information needs are ▪ Adelaida to help sketch out what would need funding, etc and discuss with outputs and Comms Committees for next steps ▪ <p>News from editor of Development Commination, the online journal that is dedicating an issue to the Summit</p> <ul style="list-style-type: none"> • Wrote that funding for the journal being pulled effective immediately, which impacts the planned Summit Issue. • He has been working to identify an alternative funding source and may have been successful in identifying a publisher to pick it up. He hopes to have confirmation either way in the next week, but has expressed optimism 	
<p>4. CHALLENGES OR CONCERNS</p>	
<ul style="list-style-type: none"> • There are a lot of details to tie up and we are working to ensure we are connecting the dots with all of the right people. • Rob: Thoughts on including Mr. Garin (director) as a speaker? <ul style="list-style-type: none"> ○ Maxed out on space for keynotes, but would like to include as the MC for Gala event. Need to discuss more internally. • Katinka: Just FYI that Claudia is ill – in case she is not responsive to emails 	<ul style="list-style-type: none"> • Rob and Susan to discuss Mr. Garin as MC offline
<p>5. SCHEDULING NEXT MEETING, AOB, NEXT STEPS AND CLOSING</p>	
<ul style="list-style-type: none"> • Next call scheduled for the 29th <ul style="list-style-type: none"> ○ Recognize that this is Easter Week and some may not attend ○ Will reach out to all on steering committee to request full attendance as possible as this is a critical time • We truly appreciate everyone that is joining – and all of the input and support – very valuable! 	<ul style="list-style-type: none"> • CCP will send calendar invite for 29 March