# Minutes: CM Standards WG, 1.07.2021

**Attendance:**  Jo (UNHCR RRT), Jorn (Norcap – ARC WG), Brian (IOM CCCM – ARC WG), Wan (IOM CCCM Cluster), Tom (DRC Empact co-lead CM Standards WG), Elena (ACTED – CB WG), Chris (DRC HQ), Jennifer (IOM Global CM Standards WG), Alisa (UNHCR IMO), Arif (DRC CXB), Ingrid (IOM CXB), Ammar ? (UNHCR ?) Anthia (ASB CCCM).

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| **Agenda**  | **Discussion**  | **Action Point** |
| 1. Debrief on retreat event.
 | *General discussion on success of retreats session (pre-launch) and how well received the comments of Philip. “I wish I had these when I started out…”* *Some discussion on using his speech for other videos/ promotion.* [*https://youtu.be/rz53injho48*](https://youtu.be/rz53injho48) | No action  |
| 1. Launch event
 | *Reviewed the confirmed speakers for the event (GFFO[[1]](#footnote-2), Sphere Executive Director). “Telling the history” informal speakers are confirmed.* *Discussed the tone to make sure it is relevant to the right audience. Drafted the invitation collectively.* *Some discussion on the invitations targeting specific donors. Likely not possible to have UNHCR or IOM DG give remarks in person, should still try to get media recording.*  | * Athina volunteered to make the banner/photo graphic designs.
* Jenn will draft the sample email which can be sent to
* Wan will request media to see if possible to check DG.
* Jo will talk to Dher about what is possible from UNHCR.
* All will send email to targeted people/donors (Wan = Chuck Schechell, IOM Echo rep), Jorn Dennis Hydenbrook, MFA and NORAD. Elena to ask her ECHO rep.
* Jenn THW
* All to post internally on their agency FB, email channels.
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| 1. AOB
 | *Called for meeting next week to review the event, and do a demo of the platform for WG members.* | Jenn to send invite. |

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1. Focal point canceled shortly after the WG meeting due to summer holiday’s with apologies. ACTED consequently reached out to ECHO to invite as speaker. [↑](#footnote-ref-2)