Location: NCUC Adobe Connect

Date: 19 January 2016; 1400 UTC

Participants:

Rafik Dammak (NCUC Chair)
Milton Mueller (North America representative)
João Carlos Caribé (Latin America/Caribbean representative)

Peter Green/ Zuan Zhang 张 钻 (Asia/Australia/Pacific representative)
Farzaneh Badii (Europe representative)

Apologies:

Grace Githiaga

Staff:

Maryam Bakoshi

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| Agenda | Action  |
| Preparation for Marrakech meeting | 1. Milton Mueller to chair the NCUC Community outreach Event
2. Rafik Dammak to send meeting agenda to ExComm.
3. ExComm meeting will focus on drafting/updating the NCUC bylaws with the NCSG charter.
4. Milton Mueller to draft the criteria for travel support for ExComm members.
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| NCPH meeting report: follow-up and summary | 1. Farzaneh Badii to prepare a one-page summary about NCPH meeting follow up and what kind of issue NCUC should care about.
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| Lessons learnt from appointments / calls for interests | 1. Rafik Dammak noted that too many call at once do not work. Calls should be sent far apart to avoid congestion.
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| AOB | 1. Maryam Bakoshi to send submitted financial to ExComm.
2. Peter Green to start translation of NCUC Brochure to Chinese.
3. Farzaneh Badii to start translation of NCUC Brochure to Persian.
4. ExComm to outreach more and share reports when done.
5. Rafik Dammak to update the Marrakech Meeting agenda and send to ExComm
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