

**From:** Director, United Nations Alliance of Civilizations

**To:** Participants of the UNAOC Focal Points Meeting

**Venue, time:** Hofburg Palace (entrance Josefsplatz), Vienna, Austria; 04:30pm – 06:00pm, February 26

### **Focal Points Meeting: Proposed Agenda**

1. Introduction of the new Director
2. Preparing the 5<sup>th</sup> UNAOC Forum in Vienna: latest Programme, protocol and logistical arrangements
3. Fifth UNAOC Forum: draft Vienna Declaration
4. Expected outcomes, namely
  - a. endorsement of Regional Strategy for Latin America, 2<sup>nd</sup> Action Plan for Southeast Europe and 2<sup>nd</sup> Action Plan for the Mediterranean
  - b. MoU to be signed, announcements and commitments (overview)
5. Any Other Business

#### **1. Introduction of the new Director**

Mr. Marc Scheuer, outgoing Director, will briefly introduce Mr. Matthew Hodes, the newly appointed Director of the UNAOC.

#### **2. Preparing the 5<sup>th</sup> UNAOC Forum in Vienna: latest Programme, protocol and logistical arrangements**

Ministry of Foreign Affairs of Austria is expected to provide a short overview of the latest Programme of the Forum and inform of any changes, if such are expected to take place during February 27-28, 2013. The Focal Points will be briefed on the protocol and logistical arrangements for the Opening, Plenary and other sessions, which delegations may wish to note, to inform their Ministers / Heads of Delegations.

Focal Points will have an opportunity to raise any outstanding questions concerning the Programme of the Forum, as well as arrangements, including the Group of Friends Meeting, Ministerial level (February 27) and Partners Assembly (February 28).

#### **3. Fifth UNAOC Forum: draft Vienna Declaration**

Mr. Matthew Hodes will provide an overview of the comments received to the draft Vienna Declaration and the status of the document. It is expected that the document is approved by consensus during the Group of Friends Meeting, Ministerial level.

#### **4. Expected outcomes**

Mr. Matthew Hodes will inform the Focal Points of the Vienna Forum outcomes, expected announcements and commitments to be made during various sessions and workshops. A specific emphasis will be made on:

- a. endorsement of the Regional Strategy for Latin America, 2<sup>nd</sup> Action Plan for Southeast Europe and 2<sup>nd</sup> Action Plan for the Mediterranean
- b. MoU to be signed, announcements and commitments (overview)

Focal Points will have an opportunity to comment on the Forum's outcomes and commitments document (shared in advance by the UNAOC).