



## DMUN Foundation

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### **Note Verbale - NV/13/8/2025/1**

THE EXECUTIVE DIRECTOR  
13 August 2025

*Your Excellency,*

The Office of the Executive Director, on behalf of His Excellency Mr. Jaewon Choi, Executive Director of the DMUN Foundation, presents its complements to Her Excellency Ms. Yiyi “Lily” YangLiu Deputy Executive Director for Advocacy and Research and as the honour to transmit herewith the readout of the meeting held between the Executive Director and the Deputy Executive Director for Advocacy and Research of the DMUN Foundation on 13 August 2025.

The Executive Director has the pleasure to also remind the Deputy Executive Director that he expects the tasks outlined in the readout attached to this note to be completed by 18 August 2025.

The Executive Director avails itself of this opportunity to renew to the Deputy Executive Director the assurances of its highest consideration.

Jaewon Choi,  
Executive Director,  
DMUN Foundation

Addressed to H.E. Ms. Yiyi YangLiu



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### **Readout of the Meeting between the Executive Director and Deputy Executive Director for Advocacy and Research, Dated 13 August 2025.**

The Executive Director and the Deputy Executive Director for Advocacy and Research convened on 13 August 2025 to exchange views on ongoing institutional priorities, assess operational arrangements across the Organization's observer offices, and determine concrete steps to advance preparations for forthcoming multilateral engagements. The discussions reflected a shared commitment to enhancing the Organization's effectiveness, reinforcing strategic partnerships, and ensuring timely implementation of its planned activities.

During the meeting, the participants reviewed human resource requirements, agreeing on the timely conclusion of contractual processes to reinforce communications, event coordination, and liaison capacities. The allocation and deployment of staff across the various observer offices were examined, with particular attention to the Office of the Observer to the United Nations Office in Geneva. The importance of proactive engagement with peer permanent observer missions and partner organizations was underscored, with the aim of finalizing outstanding memoranda of understanding.

Participants identified targeted outreach to ECOSOC-accredited organizations as a means to foster closer cooperation and explore practical modalities for participation in upcoming intergovernmental meetings. Preparations for the UNHRC Social Forum 2025 and the youth delegate programme for the WBG–IMF Annual Meetings 2025 were recognized as priority undertakings. In addition, agreement was reached on advancing internal administrative measures, including the adoption of an appropriate time-tracking mechanism and the creation of a consolidated planning tool for all future delegations to multilateral bodies.

In this regard, the Executive Director commissioned the Deputy Executive Director to undertake the following actions for completion by Monday, 10:00 a.m. EDT: transmit the contract of employment to Ms. Harpreet Kaur “Raven” Dhillon for social media management; review the current placement of staff within the Geneva office; initiate communication with the Permanent Observer of the Pan-African Sanitation Organization (WSA) in Geneva; follow up with the University for Peace (UPEACE), WSA New York, and the International Union for Conservation of Nature (IUCN) permanent observer missions on the finalization of the MOU; and reach out to at least 20 ECOSOC-accredited organizations to explore opportunities for collaborative participation arrangements.

Further, the Organization will prepare the contract of employment for Mr. Caleb Lee in his capacity as Organiser of Side Events and Member State Liaison; finalize staffing arrangements for the Santiago and Addis Ababa offices; confirm the list of delegates for the UNHRC Social Forum 2025; commence applications for the youth delegate programme for



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the WBG–IMF Annual Meetings 2025; identify and propose a time-tracking system for employees; and develop a consolidated task sheet to record all planned delegations to multilateral bodies.