

## Secretariat of the Executive Board

[EXB-Secretariat@unesco.org](mailto:EXB-Secretariat@unesco.org)

Name & title	Functions	Contact details
Sachin BHATT Director of the Governing Bodies Secretary of the Executive Board	<ul style="list-style-type: none"> <li>➤ Supervise the Secretariat of the Executive Board</li> <li>➤ Assist the Chairperson of the Executive Board</li> </ul>	<a href="mailto:s.bhatt@unesco.org">s.bhatt@unesco.org</a> <a href="mailto:DirectorGBS@unesco.org">DirectorGBS@unesco.org</a> Tel.: 80491 / Office: D.054
Sophie EL AKREMI Deputy Secretary of the Executive Board	<ul style="list-style-type: none"> <li>➤ Supervise the work of the Executive Board team and logistical aspects</li> <li>➤ Submission of new items by Member States</li> <li>➤ Submission of draft decisions and amendments by members of the Executive Board</li> </ul>	<a href="mailto:s.el-akremi@unesco.org">s.el-akremi@unesco.org</a> and <a href="mailto:EXB-Secretariat@unesco.org">EXB-Secretariat@unesco.org</a> Tel.: 82110 / Office: D.057
Sandrine GARCIA Assistant to the Director	<ul style="list-style-type: none"> <li>➤ Appointments with the Director of GBS</li> <li>➤ Reception of speeches delivered during the Plenary Debate</li> </ul>	<a href="mailto:sa.garcia@unesco.org">sa.garcia@unesco.org</a> Tel.: 81865 / Office: D.055 <a href="mailto:EXB-Speeches@unesco.org">EXB-Speeches@unesco.org</a>
Victoria (Vicky) MOORHEAD Executive Assistant to the Chairperson of the EXB	<ul style="list-style-type: none"> <li>➤ Appointments with the Chairperson of the Executive Board</li> <li>➤ Invitations for the Chairperson</li> </ul>	<a href="mailto:v.moorhead@unesco.org">v.moorhead@unesco.org</a> Tel.: 82011 / Office: D.047
Inés MENS Chief Documentalist Nathalie HELLEC Office Assistant	<ul style="list-style-type: none"> <li>➤ Preparation and treatment of documents</li> </ul>	<a href="mailto:EXB-Secretariat@unesco.org">EXB-Secretariat@unesco.org</a>
Anton TSYGANKOV Executive Assistant Amna NAAS Office Assistant	<ul style="list-style-type: none"> <li>➤ Request to receive documents (paper version)</li> <li>➤ Registration on INDICO</li> <li>➤ Audio recordings of plenary debates</li> <li>➤ Credentials for members of the Executive Board</li> <li>➤ Seating arrangements for non-Members of the Executive Board and Permanent Observer Missions and NGOs during plenary meetings</li> </ul>	<a href="mailto:EXB-Secretariat@unesco.org">EXB-Secretariat@unesco.org</a>  <a href="mailto:EXB-Representatives@unesco.org">EXB-Representatives@unesco.org</a>  <a href="mailto:EXB-Seating@unesco.org">EXB-Seating@unesco.org</a>
Marc-Antoine DEMAY Senior Administrative Assistant	<ul style="list-style-type: none"> <li>➤ Payment of DSA and tickets (SIDS and LDCs)</li> </ul>	<a href="mailto:ma.demay@unesco.org">ma.demay@unesco.org</a> Tel.: 81229 / Office: H.123
Bakary KONATE Junior Conference Assistant Gabriel DIENE Team Assistant	<ul style="list-style-type: none"> <li>➤ Documentation Reception Desk</li> <li>➤ Logistical arrangements</li> </ul>	<a href="mailto:EXB-Secretariat@unesco.org">EXB-Secretariat@unesco.org</a> Tel.: 82007 / Office: D.060  <a href="mailto:EXB-Secretariat@unesco.org">EXB-Secretariat@unesco.org</a> Tel.: 82009 / Office: D.061 bis

