

Annex I

List of documents

Correspondence and attached documents

1. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 13 July 2018 regarding the “Thank you” e-mail” which was sent out after the conference;
2. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 11 July 2018 regarding the media report of the conference;
3. Media Report on EU Summit Coverage shared by Lumos to DEVCO B1 and CAB-MIMICA on 11 July 2018;
4. E-mail exchange between DEVCO B1 and DEVCO DG, DEVCO 01, DEVCO 02, DEVCO B2, DEVCO B3, DEVCO B4, DEVCO B5, DEVCO B6, dated 2 July 2018 regarding the flash report concerning the conference, prepared by DEVCO B1;
5. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 14 June 2018 regarding the meeting with young leaders;
 - 5.i. Annex to document 5 above, list of questions for the meeting of JK Rowling, George and Commissioner Mimica with the young leaders scheduled for the 15 June 2018;
6. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 14 June 2018 regarding the seating plan, the run show describing what is happening during the day, the recommendations of the self-advocates and the young people’s profiles. Included in the document is also all of the above attachments;
 - 6.i. Annex to document 6 above, seating plan;
 - 6.ii. Annex to document 6 above, run of show;
 - 6.iii. Annex to document 6 above, recommendations from young people;
 - 6.iv. Annex to document 6 above, young people’s profiles;
7. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 14 June 2018 regarding the one pager document developed by DEVCO B1 and Lumos;
 - 7.i. Annex to document 4 above, one pager;
8. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 13 June 2018 regarding the documents to be distributed to interpreters;
 - 8.i. Annex to document 8 above, agenda with timings and languages;
 - 8.ii. Annex to document 8 above, conference film scripts;
 - 8.iii. Annex to document 8 above, draft concept note;
 - 8.iv. Annex to document 8 above, agenda and speaker biographies;
 - 8.v. Conference publication;

9. E-mail exchange between Lumos, DEVCO B1, CAB-MIMICA and COMM 01, dated 12 June 2018 regarding the social media outline for the conference;

9.i. Annex to document 9 above, communications plan for social media developed by Lumos;

10. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 11 June 2018 regarding the conference publication;

10.i. Annex to document 10 above, final conference publication;

11. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 11 June 2018 regarding the speakers brief prepared by Lumos for CAB-MIMICA;

11.i. Annex to document 11 above, speakers brief;

12. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 23 April to 5 June 2018 regarding the roll-up banner and the step & repeat board;

12.i. Annex to document 12 above, artwork for the roll-up banner;

12.ii. Annex to document 12 above, step & repeat board;

13. E-mail exchange between DEVCO B1 and DEVCO R1, dated 23 May to 5 June 2018 regarding the order of food;

13.i. Annex to document 13 above, catering order;

14. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 25 to 30 May 2018 regarding the CVs of the Commissioner Mimica and Cabinet member;

14.i. Annex to document 14 above, CVs of Commissioner Mimica and Cabinet member;

15. E-mail exchange between Lumos, DEVCO B1, DEVCO 02, and CAB-MIMICA, dated 2 to 24 May 2018 regarding the communication before, during and after the conference;

15.i. Annex to document 15 above, concept note for the Global Leader's Youth Summit;

16. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 24 April to 9 May 2018 regarding publication timeline and invitation letter;

16.i. Annex to document 16 above, invitation letter;

16.ii. Annex to document 16 above, draft version of the invitation letter in tack changes;

17. E-mail exchange between Lumos, DEVCO B1, DEVCO 02, and CAB-MIMICA, dated 25 April 2018 regarding agenda for meeting between Lumos and DEVCO;

- 17.i. Annex to document 17 above, draft version of the communications plan;
18. Save the Date e-mail, sent out to the mailing list under document 19 below;
19. E-mail exchange between Lumos, DEVCO B1 and CAB-MIMICA, dated 22 March 2018 regarding mailing list for the Save the Date

19.i. Annex to document 19 above, mailing list

- **Reports**

20. Briefing for Commissioner Mimica prepared by DEVCO services

- **Additional Information**

21. Hyperlinks covering the following:

- Closing speech of Commissioner Mimica
- Video of the first panel
- Video of the closing session
- Official photos of the event
- Press release
- Video clip
- Videos displayed during the event:
 - Intro Animation
 - Film 1 (Moldova, Colombia, Bulgaria)
 - Film 2 (Haiti, Nepal, Kenya)