

Meeting	Advisory Panel Meeting #1   5 December 2018, 4:00 pm
Co-chairs	<p><b>Mr. Jarmo Sareva</b> Ambassador for Innovation, Finnish Ministry of Foreign Affairs</p> <p><b>Ms Atefeh Riazi</b> Chief Information Technology Office, United Nations</p>
Members	<ul style="list-style-type: none"> <li>• Ms Sinikka Antila, Ambassador Trade and Development, Finnish Ministry of Foreign Affairs (Alternate Co-Chair)</li> <li>• Ms Leena Pentikäinen, Ministerial Advisor, Finnish Ministry of Economy and Employment</li> <li>• Mr. Parham A. Vasaiely, Senior Manager, Land Rover &amp; Jaguar</li> <li>• Mr. Juha-Erkki Mäntyniemi, Chief Executive Officer, Fingo</li> <li>• Nathan Mark Bostock, CEO, Santander Bank UK</li> <li>• Ms Outi Niemi, Director Operations Management, Digital Automation, Nokia</li> <li>• Ms Sirkku Linna, Development Director, Aalto University</li> <li>• Mr. Christopher Palmberg, Programme Manager, Business Finland (Alternate Member)</li> <li>• Kriti Sharma, United Nations Youth Leader</li> </ul>
Apologies	

### Agenda points include:

Introduction of Co-chairs and Advisory Panel Members	ALL
<ol style="list-style-type: none"> <li>1. Agenda (in Annex) was adopted</li> <li>2. UNTIL Finland Advisory Panel Co-Chairs were appointed. Ms Riazi chaired this meeting.</li> <li>3. UNTIL Finland Advisory Panel Members were appointed</li> <li>4. UNTIL Finland Advisory Panel Terms of Reference were reviewed and endorsed</li> </ol>	

- The Head of the UNTIL Programme, Mr. Gazzola, presented information about the global UNTIL design and the Finland programme. He also discussed the Terms of Reference and advisory panel expectations.
- The Chair nominated acceptance of the Terms of Reference. Seconded by Mr. Vasaiely, the ToR were unanimously endorsed.

### **5. Review and endorsement of the UNTIL Finland inception workplan**

- The Head of the UNTIL Programme, Mr. Gazzola, led discussion regarding the UNTIL Finland 3 years strategy moving forward. Governance needed to be agreed and endorsed for key work in Finland.
- 8 posts advertised, with some interviews being held this week.
- Key goals to build Proof of Concepts with partners who will create actual solutions. Committed to seek funding for scale.
- Mr. Vasaiely pointed out that legal of corporates needed to be brought in early for design of NDA and IP in order to develop the right processes.
- Mr. Sareva added that the legal offices of MFA and UN-OLA need to meet.
- Parallel work stream needed for all of the above items.
- Mr. Vasaiely (Jaguar Land Rover) and Mr. Palmberg (Business Finland) offered to contribute agile, lean tools and framework for architecture of early UNTIL engagements with relevant start-ups.
- Ms Antila stated that the Finnish Ministry will need further reports of feasibility for funding of the lab projects
- Mr. Vasaiely stated that the advisory members need to understand the parameters of the UN to be effective in building new business models and partnerships
- Mr. Palmberg requested that key UNTIL marketing documentation is made available to the UNTIL Finland Advisory Panel Members

#### **Action Items:**

- Engage with Vasaiely (Jaguar Land Rover) and Mr. Palmberg (Business Finland) to review NDA and IP models for engagement on for UNTIL Finland work with the private sector
- Engage with Vasaiely (Jaguar Land Rover) and Mr. Palmberg (Business Finland) to review and adopt start-up assessment framework for UNTIL Finland work with the start-up community on concrete projects as follow-up work to the initial UNTIL Finland feasibility study
- Provide standard UNTIL marketing material to Members of the Advisory Panel

- The UN Office of Legal Affairs (OLA) and Ministry of Foreign Affairs legal team will engage on working towards the establishment of a new Host Country Agreement.

### 6. Advisory Panel programme of work and meeting dates were agreed

#### MEETING COORDINATION SCHEDULE

Meeting Date	Location
9 April 2019	Video Conference
10 September 2019	Video Conference
4 December 2019	UNTIL – Finland Lab

## Agenda

5 December 2018, 16:00-17:00

UNTIL Finland Lab – A Grid, Otakaari 5, 02150 Espoo

1. Adoption of the Agenda
2. Appointment of the UNTIL Finland Advisory Panel Co-Chairs
3. Appointment of the Members of the Panel
4. “Tour de table”
  - Co-Chairs/Members introduction (3 mins each)
5. Review and endorsement of the UNTIL Finland Advisory Panel Terms of Reference
  - Presentation by the Head of Global UNTIL Programme (5 mins)
  - Discussion (10 mins)
6. Review and endorsement of the UNTIL Finland inception workplan
  - Presentation by the Head of Global UNTIL Programme (5 mins)
  - Discussion (10 mins)
7. Advisory Panel programme of work and meeting dates
  - Presentation by the Co-Chairs (5 mins)
  - Discussion (5 mins)
8. AoB

Co-Chair	Mr. Jarmo Sareva	Ambassador for Innovation, Finnish Ministry of Foreign Affairs
	<a href="https://www.un.org/press/en/2014/sga1519.doc.htm">https://www.un.org/press/en/2014/sga1519.doc.htm</a>	
Alternate Co-Chair	Ms Sinikka Antila	Ambassador Trade and Development, Finnish Ministry of Foreign Affairs
	<a href="https://www.linkedin.com/in/sinikka-antila-726433142/">https://www.linkedin.com/in/sinikka-antila-726433142/</a>	
Co-Chair	Ms Atefeh Riazzi	Chief Information Technology Officer, United Nations
	<a href="https://www.linkedin.com/in/atti-riazi-13b4442/">https://www.linkedin.com/in/atti-riazi-13b4442/</a>	
Alternate Co-Chair	Mr. Salem Avan	Director, Office of Information and Communication Technology United Nations
	<a href="https://www.linkedin.com/in/salem-avan-70a99441/">https://www.linkedin.com/in/salem-avan-70a99441/</a>	
Member	Ms Leena Pentikäinen	Ministerial Advisor, Finnish Ministry of Economy and Employment
	<a href="https://www.linkedin.com/in/leena-pentik%C3%A4inen-ba4a38131/">https://www.linkedin.com/in/leena-pentik%C3%A4inen-ba4a38131/</a>	
Alt. Member	Mr. Christopher Palmberg	Programme Manager, Business Finland
	<a href="https://www.linkedin.com/in/christopherpalmberg/">https://www.linkedin.com/in/christopherpalmberg/</a>	
Member	Ms Sirkku Linna	Development Director, Aalto University
	<a href="https://www.linkedin.com/in/sirkku-linna-0ab03739/">https://www.linkedin.com/in/sirkku-linna-0ab03739/</a>	
Member	Mr. Parham A. Vasaiely	Senior Manager, Land Rover & Jaguar (UK)
	<a href="https://www.linkedin.com/in/parhamvasaiely/">https://www.linkedin.com/in/parhamvasaiely/</a>	
Member	Mr. Juha-Erkki Mäntyniemi	Chief Executive Officer, Fingo
	<a href="https://www.linkedin.com/in/juhaerkkim%C3%A4ntyniemi/">https://www.linkedin.com/in/juhaerkkim%C3%A4ntyniemi/</a>	
Member	Ms Outi Niemi	Director Operations Management, Digital Automation, Nokia
	<a href="https://www.linkedin.com/in/outi-niemi-7391433/">https://www.linkedin.com/in/outi-niemi-7391433/</a>	
Member	Nathan Mark Bostock	CEO, Santander UK plc
	<a href="https://en.m.wikipedia.org/wiki/Nathan_Bostock">https://en.m.wikipedia.org/wiki/Nathan_Bostock</a>	
Member	Kriti Sharma	United Nations Young Leader
	<a href="http://sdgyl.org/meet-the-class-2/kriti-sharma/">http://sdgyl.org/meet-the-class-2/kriti-sharma/</a>	



### What is UNTIL?

- Network of physical labs filled with brilliant people working on technology innovation solutions
- UNTIL foster partnerships and provide a global perspective for local technology innovation eco-systems already present in the host country.
- UNTIL leverages local expertise for global value added to make an exponential impact in how we achieve the UN goals.

UNTIL's mission  
Leveraging emerging technology to transform societies,  
nations and humanity as a whole.

### UNTIL works through strong governance

Key Advisory Panel Terms of Reference aspects:

#### a) Roles and Responsibilities of Panel Members

- advising on general strategy direction, innovation solutions;
- providing feedback on specific concepts, ideas, proposals, comms plans;
- acting as ambassador on behalf of UNTIL Finland by attending key events
- disseminating innovation outputs to key audiences and potential users of the solutions;
- advising on potential sources of funding;
- receiving and endorsing the UNTIL Finland Annual Report;

### UNTIL works through strong governance

Key Advisory Panel Terms of Reference aspects:

#### b) Composition

- Co-Chairs (host country and UN)
- 7 Members from academia, private sector, NGOs, UN
- Members of the Advisory Panel serve in their individual capacity for a fixed term of 2 years
- Members serve in the Advisory Panel in a pro-bono fashion

### UNTIL works through strong governance

Key Advisory Panel Terms of Reference aspects:

c) Meetings: Frequency, Notice, Quorum

- Each year the Advisory Panel will hold 3 meetings (one physical/ two videoconferences)
- Notice of Advisory Panel meetings are sent by the Head of the UNTIL global programme, on behalf of the two co-Chairs.
- Quorum: one of the two co-Chairs, three Advisory Panel members and the Head of the UNTIL global programme

d) Minutes and Reporting

- minutes are circulated, and agreed as accurate by email.
- minutes are posted on the UNTIL Finland website







### UNTIL Finland Timeline

- Feb 2017 – Preparation phase for the establishment of the UNTIL Finland lab started
- Sept 2017 – Workshop and a detailed feasibility study provided the basis for the Ministry of Foreign Affairs of Finland to decide to proceed with the project
- Dec 2017 – Official project launch at Slush
- Feb 2018 – Lab physical space availability in Espoo A Grid
- Jul 2018 – Signature of the Finland contribution agreement with the UN
- Oct 2018 – “Inception Workplan” provides the basic operationalization parameters and actions to ensure effective initiation of the UNTIL Finland activities

The Ministry of Foreign Affairs strong ownership of this project has been instrumental to the establishment of UNTIL Finland

### United Nations Technology Innovation Labs (UNTIL)



<https://youtu.be/Etk9sKiAMQ0>

### UNTIL Finland Inception Workplan

Key Inception Workplan components:

#### a) Three years strategy

- comprehensive document setting the UNTIL Finland direction for 3 years
- supported by thematic area strategies
- aligned with UNTIL global programme goals in support of the SGDs
- to be developed by the Lab manager and his/her staff;

### UNTIL Finland Inception Workplan

Key Inception Workplan components:

#### b) Governance

- Establishment of the Advisory Panel
- Establishment of the Thematic Advisory Groups
- First meetings of governance bodies
- Review and endorsement of key UNTIL Finland activities

### UNTIL Finland Inception Workplan

Key Inception Workplan components:

#### c) Partnerships

- Continuous outreach and promotion of UNTIL Finland objectives and results
- Establishing key partnership agreements with local and global tech innovation ecosystem
- Support to hackathons and start-up accelerator programmes
- Global outreach in cooperation with other UNTIL labs worldwide with knowledge, funding and talent partners

### UNTIL Finland Inception Workplan

Key Inception Workplan components:

#### d) Administrative arrangements

- Recruitment actions > 8 posts advertised and staff onboarding by Jan 2019
- Partners engagements (LOIs) and legally binding funding agreements with Donors
- Access to Business Finland funding mechanisms
- Operations and logistics for ICT equipment procurement and physical space operationalization;

### UNTIL Finland Inception Workplan

Key Inception Workplan components:

#### e) Technology Solutions Proof of Concept (PoC)

- UNTIL Finland will plan, develop and deploy technology solutions PoCs
- Concrete projects with expected tech solution deliverables with time horizons of 3-6 months
- Funding to support these PoCs from partners and the UNTIL programme

### UNTIL Finland Inception Workplan

Key Inception Workplan components:

#### f) Thematic Strategies

- to define the key strategic direction of UNTIL Finland on identified thematic areas
- to engage with key specialized stakeholders expertise

Timeline	Collaborative drafting process	Review/endorsement by Them Group
Education	Jan-April 2019	May 2019
Health	Jan-April 2019	May 2019
Peace and Security	Jan-April 2019	May 2019
Circular Economy	Jan-April 2019	May 2019

