

Secretariat of the Executive Board

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Name & title	Functions	Contact details
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Sophie EL AKREMI Deputy Secretary of the Executive Board	<ul style="list-style-type: none"> ➤ Supervise the work of the Executive Board team and logistical aspects ➤ Submission of new items by Member States ➤ Submission of draft decisions and amendments by members of the Executive Board 	s.el-akremi@unesco.org and EXB-Secretariat@unesco.org Tel.: 82110 / Office: D.057
Sandrine GARCIA Assistant to the Director	<ul style="list-style-type: none"> ➤ Appointments with the Director of GBS ➤ Reception of speeches delivered during the Plenary Debate 	sa.garcia@unesco.org Tel.: 81865 / Office: D.055 EXB-Speeches@unesco.org
Victoria (Vicky) MOORHEAD Executive Assistant to the Chairperson of the EXB	<ul style="list-style-type: none"> ➤ Appointments with the Chairperson of the Executive Board ➤ Invitations for the Chairperson 	v.moorhead@unesco.org Tel.: 82011 / Office: D.047
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Anton TSYGANKOV Executive Assistant Amna NAAS Office Assistant	<ul style="list-style-type: none"> ➤ Request to receive documents (paper version) ➤ Registration on INDICO ➤ Audio recordings of plenary debates ➤ Credentials for members of the Executive Board ➤ Seating arrangements for non-Members of the Executive Board and Permanent Observer Missions and NGOs during plenary meetings 	EXB-Secretariat@unesco.org EXB-Representatives@unesco.org EXB-Seating@unesco.org
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