

GUIDELINES

Chairpersons/Moderators, Speakers, and Rapporteurs

(Plus, logistical information)

“Enhancing Innovation to Building Resilient and Responsive Public Administration to Support the Implementation of the 2030 Agenda for Sustainable Development – An SDGs Mid-Term Review Perspective”

Chairpersons/Moderators

Role of Chairpersons

Opening of each Dialogue/Track

Each session will be opened by a Chairperson/Moderator, who will briefly introduce the theme for 2 to 3 minutes. Opening remarks should be kept to a minimum. The Chairperson will have to introduce the speakers and read the brief bios as provided in the booklet of speakers.

Each session will host 2-3 presentations. The Chairperson/Moderator in close collaboration with the speakers can decide if Q&A should be included after each presentation or after all speakers have presented. It is important that at least 40 minutes are left for in room discussion on the main theme, through the guiding questions under each session. The session should end up with the chairperson/Moderator providing a summary of the 3-4 most important issues as discussed during the session or inviting the session’s rapporteur to provide such summary.

Time Keeping is of Essence!

Time is of the essence and time keeping can be done in an objective, gentle or even fun manner allowing many participants to speak. Speakers should be asked in advance to keep their remarks within their time allotments, so the experts have ample time for comments and questions.

Speakers

Role of Speakers

We are expecting each of the experts to provide their contribution in two versions. A paper of 3-5 pages (might be longer as needed), to provide in depth analysis on the theme of presentation. And a power point presentation to highlight the main points of a maximum of few pages.

Speakers will have 15-20 minutes each for their presentation. After two presentations there will be questions and answers from the audience, on which we are expecting speakers to address, not only as they relate to their presentations but also as they relate to the overall theme of their specific dialogue/track as per agenda.

All experts are encouraged to be mindful of time to allow for ample discussions and ensure space for each other.

Rapporteurs

Role of Rapporteur for each Dialogue/Track: The rapporteur of each dialogue/track is expected to sit in the round table and should take good notes on the presentations, discussions, and summaries. If she/he is asked to share a summary of findings/recommendations (4-5 bullet points) at the end of session. The brief should closely reflect the analysis and insights shared by experts, rather than be the interpretations of the rapporteur.

The summary of findings/recommendations for each dialogue/track (max 1 page) is expected by the end of the following dialogue/track . The detailed report for each dialogue/track can be provided within 5 days from the EGM.

A set of findings and recommendations will be presented at the closing session of the EGM. The overall findings/recommendations will be summarized and incorporated in the final report to be published in DPIDG and UNPAN websites.

Logistics of Conference Room B

Room Design

The room will be arranged in a way that enhances dialogue and interaction. The Conference Room B has a large roundtable accommodating experts, moderators, and rapporteur of the specific session (max of 20). A set of second layer chairs will allow for DPIDG and UNDESA colleagues to be part of the EGM.

Use of Power-point Presentations:

The power point presentations can be projected in a TV at the conference room. Experts are encouraged to share the power-point presentation in advance, at most half an hour before the start of the dialogue/track, therefore technical team will be able to organize presentations in accordance with the order in the agenda.

Presentations will be made available online.

Please be advised that in line with the United Nations Secretary-General's policy for a green UN, no presentations will be distributed during the EGM. All presentations will be made available online and we thank you for your cooperation on this matter!