

## Regional Conference on Statelessness in ECOWAS Member States

23-25 February 2015 - Abidjan

### RULES OF PROCEDURES

#### Meeting of Experts

##### 1. Co-Chairs of the round tables

Co-chairs introduce the thematic subject to be discussed during the round table. They will lead, moderate the discussions, ensure that the round table's discussion fits the time frame and finishes at the scheduled time. Each round table discussion is **limited to 90 minutes maximum.**

The co-chairs are expected to:

- Briefly introduce the topic which will be discussed during the round table sessions in **a maximum of 5 minutes.**
- Introduce speakers who will provide thematic inputs on the topic. Chairs will ensure that speakers will make a presentation of approximately 5 min. Chairs will ensure that speakers are concise and stay on topic.
- Lead the discussions and ensure that everyone who requests the floor is given an opportunity to speak. Chairs will introduce each speaker by providing their last name, country/organization, and title/function. Chairs have the responsibility to indicate the speaking order. Chairs will ensure that speaker will speak **no longer than 3 to 5 minutes.**
- Ensure that the discussion focuses on the thematic issue at hand and take care of time-keeping
- Track all recommendations and assist in their formulation;
- Represent the round table during the plenary session and present the summary of the group's recommendations and conclusions.

## **2. Topical contributors in the round tables**

Designated experts will open the discussion by providing inputs relevant to the round table topic. They will share experiences, achievements, challenges and good practices observed at regional or country level in relation to the topic. They will support the co-chairs by opening debates and raising questions in order to formulate recommendations.

Topical contributors are expected to:

- Support the round table with a short and concise presentation on the topic. Presentations should outline the context, challenges faced and good practices identified at regional or country level. They should be concise and avoid unnecessary details.
- Speak no longer than **a maximum of 5-10 minutes**;
- Support the co-chairs at the end of their thematic presentation by opening, guiding and generating debates, raising questions and ideas, and establishing a framework for the round table discussions in order to formulate recommendations.

## **3. Rapporteurs of the round tables**

Rapporteurs will support the co-chairs with the reporting of the discussions, recommendations and conclusion made during the round-table.

The rapporteurs are expected to:

- Summarize and report discussions of the round tables;
- Summarize and report the recommendations and conclusions formulated during the round tables; and
- Share the round table's recommendations and conclusions with the co-chairs so that they can report to the plenary session.