

Global Forum on Migration and Development

Mauritius 2012

Guidelines for the Government Roundtable (RT) Sessions

These Guidelines are intended to assist co-chairs and team members of the GFMD Roundtable sessions in the preparation and conduct of their sessions in Mauritius on 21-22 November 2012.

I. Roundtable Sessions and Teams

The Mauritius GFMD Summit Meeting on 21-22 November 2012 will be structured around seven Roundtable sessions organized under three Roundtables. To guarantee transparency and broad participation in the preparations of the meeting, the Chair-in-Office invited interested Friends of the Forum to partner in the preparation and conduct of these sessions.

i) Roundtable session teams

Each session team will be led by two or more co-chairs, ideally representing developed and developing country governments, in close cooperation with the RT Coordinators from the Chair's Taskforce. The co-chairs are expected to ensure the drafting of the RT session background paper, plan the session with their team, and moderate the final RT session in November.

Other Friends of the Forum governments may join in the Roundtable session teams to assist with thematic input, drafting or review of background papers, and conduct of the session. The co-chairs and team members may invite non-state experts to join in the preparations of the RT background papers.

Co-chairs and team members should bring relevant policy expertise, government practice and useful examples or models to the preparation and discussions of the sessions in Mauritius. An appropriate mix of expertise is essential, including the perspectives and experience of migrant origin, transit and destination countries. Any costs of supporting events or studies must be fully covered and cannot be funded from the GFMD budget.

Government teams should, as far as possible, be regionally balanced and include an appropriate mix of developing and developed countries. The co-chairs should represent different regions. Government participation in the session teams is voluntary, both for co-chairs and team members.

ii) Tasks of the Roundtable session teams

Each session team will need to:

- produce a brief **background paper** (see outline below) as the basis for the session discussion.
- agree on the scope and **format** of the RT session (panel, open discussion etc).
- identify, **as appropriate, panelists, speakers, discussants and rapporteurs** for the session.

The RT session background paper should be prepared (or coordinated) by the co-chairs, with the assistance of and input by the team members and, as appropriate, international experts and organizations, and with support and guidance of the respective RT Coordinator. The background paper should be brief and pose a limited number of questions to be addressed during the session, describe existing initiatives and lessons learned, and propose some practical outcomes (see below).

The session team members should contribute their experiences and good/bad practices to the background paper and the session discussion. They will also assist in the revision of the background papers, planning of the session panel and discussion, and participate in the discussion.

RT co-chairs are expected to submit to the GFMD Chair the first draft of their background paper by **August 2012**. The final version will be disseminated to all FOFs by **early November 2012**.

iii) Format of GFMD Roundtable sessions

The format of each Roundtable session in November will be discussed and agreed among RT co-chairs, team members and coordinator as the session preparations progress.

Guidelines on the conduct of Roundtable sessions and the roles of moderators/chairs, panelists, rapporteurs etc. will be provided by the GFMD Mauritius Taskforce **by end of July 2012**. The Chatham Rule will apply to the RT session discussions and reports thereof.

II. Proposed Outline of Roundtable session Background Papers

Executive Summary - 1 paragraph

1. Background and Context – 1 page

- a) Rationale, definitions and principles
- b) Objectives and key propositions

2. Policies and Practices – 3-4 pages

- a) Key examples of current/proposed effective and less effective practices (with annexes as necessary)
- b) Evaluations or measures of effectiveness and impacts of policies and practices.
- c) Lessons learned

3. Questions and Possible Outcomes- 1 page

- a) Remaining/emerging issues and challenges for governments (knowledge gaps; “replicability” of good practices, and scaling-up opportunities; efficiency/effectiveness indicators;etc.)
- b) Questions to guide the RT discussion (ideally three questions).
- c) Possible outcomes at national, bilateral or multilateral level; research; partnerships, etc.

This outline is indicative and can be adapted according to the sessions, in coordination between the co-chairs and the RT coordinators. The background papers should be **limited to 6-7 pages** to ensure efficient preparation of the discussion.