

Terms of Reference for the 2022-2023 GFMD Government-led Roundtable Teams (GRTs)

The GFMD 2022-2023 Chairmanship wishes to foster interactive and outcome-oriented debates at the 2023 Fourteenth GFMD Summit in Paris. With this guideline the GFMD Chairmanship would like to offer Government-led Roundtable Teams (GRTs) ideas and suggestions to

- a) prepare lively roundtables (RTs);
- b) draft short and simple discussion papers that stimulate debate about policy options and provide guiding questions for the roundtables;
- c) clarify roles and tasks of GRTs and all relevant actors concerned in preparation for, and during the actual Summit roundtables (Co-Chairs, Coordinators, Moderators, Rapporteurs, Thematic Experts, HLPF and GCM rapporteurs).

GRTs preparing the Roundtable sessions for each GFMD Meeting are key components of the GFMD process. They have two main tasks: 1) to lead the process of conceptualizing, drafting and finalizing the RT background papers; and 2) to organize the actual GRT sessions at the Summit Meeting.

The work of GRTs relies on strong engagement and ownership by governments throughout the eighteen months of the Chairmanship. The 2022-2023 GFMD Chairmanship encourages all GFMD stakeholders, including the mechanisms, youth representatives, international organisations and other observers to join in the GRTs by assisting with thematic input and the preparation and review of background papers. Active participation in GRTs will promote more fruitful, evidence-based and outcome-oriented discussions.

The 2022-2023 GFMD Chairmanship invites governments and stakeholders to form the GRTs at an early stage so that constructive working methods and responsibilities can be identified and implemented as efficiently as possible. The preparatory work in each GRT can be greatly facilitated if the active roles for the final Roundtable sessions are identified early on (Co-Chairs, Coordinators, Moderators, Rapporteurs, Thematic Experts, HLPF and GCM rapporteurs). Ideally, the Co-Chairs of the Roundtables should be identified upstream the First Preparatory Meeting (22-23 November 2022).

The following are general guidelines. In line with GFMD's informal nature, a certain degree of flexibility in the formation and working methods of each GRT should remain, ensuring effective preparation of the Roundtables and taking into account the principle of voluntary participation and balanced representation.

More specific guidelines for the GFMD 2023 Summit Roundtable sessions will be prepared at a later stage. GRTs are highly encouraged to use a mix of innovative facilitation and interaction techniques both during the preparatory process and during the GRT sessions at the GFMD Summit. If interested, GRTs are welcome to get in touch with the GFMD Secretariat for further advice.

Composition of Government Teams

General principles

Participation in GRTs is voluntary. GRTs should be regionally balanced and include an appropriate mix of countries of origin, transit and destination. Similarly, the GRT Co-Chairs should ideally represent different regions. An appropriate mix of thematic and substantive expertise in the GRTs is essential. The core group of each GRT (Co-Chairs, Coordinators, Moderators, GRT Rapporteurs, Thematic Experts, and GCM & HLPF Rapporteurs) should have a sufficient, appropriate and manageable size. The 2022-2023 GFMD Chairmanship encourages all GRT members – governments, mechanisms, youth groups, international organizations and other observers alike -- to actively take part in the preparatory process and during the actual Summit. The GRTs should include a core group with the following roles:

Co-Chairs

The 2022-2023 GFMD Chairmanship's aim is to have GRT Co-Chairs from two different countries in each GRT that can guide and lead the discussions and organization of work. The GRT Co-Chairs have a key role in focusing the discussion on the overall objective and expected outcomes at all times, both in the preparatory phase and at the 2023 Paris GFMD Roundtable sessions. GRT Co-Chairs should agree in advance on the division of tasks, and they should be dedicated to taking on their assigned responsibilities throughout the whole period.

If necessary, when deciding upon concurrent offers to serve as GRT Co-Chairs, and considering the general principles, the 2022-2023 GFMD Chairmanship shall take into account which government first presented its interest to co-chair the session. However, to provide the opportunity to co-chair GRT sessions to a diverse number of countries, the co-chairing role should be offered to those governments that have not played a co-chairing role in the past GFMD, particularly members of the GFMD Steering Group, which are encouraged to serve as Co-Chairs.

Coordinators

The 2022-2023 GFMD Chairmanship will assign each GRT and Roundtable session with a GRT Coordinator. The GRT Coordinators' role is to ensure consistency and coherence across the GRTs and in relation to the overall GFMD Concept Note. The GRT Coordinators should also ensure consistency and coherence of the session with other regional and international processes, if applicable.

Moderators

A good moderation is key for a successful roundtable discussion. To that end, a moderator will be designated among each GRT to foster more inclusive, dialogue and results-oriented GRT preparations.

The GRTs and moderators should agree on an agenda design, moderation approach and set-up enabling interactive engagement and outcome-oriented dialogue, based on the background paper for the roundtable. Moderators will work closely with the GRT Co-Chairs and Coordinator.

The role of the moderator is to introduce the agenda of the GRT and its objectives, explain the ground rules, kick-start the discussion, and moderate it so that GRT participants can engage in a balanced discussion and time is managed well. The moderator uses guiding questions to ensure engagement and make sure the session has a good flow and keeps the session in line with the set objectives. The

moderator should not engage in substantive discussions but create a space for GRT participants to do so.

GRT Rapporteurs

At the 2023 GFMD Summit in Paris, each of the six Roundtable sessions will have a session Rapporteur summarizing the main outcomes of the Roundtable debate. During the session, the rapporteurs are expected to extract the key points from each presentation and the debate during the open discussions. The Session rapporteur presents a synthesis of the discussions and conclusions at the end of the GRT session and in a plenary session. After the Summit, the rapporteur delivers a short, written report on the outcomes of the GRT sessions to the Chairmanship.

GRTs are invited to identify session Rapporteurs, ideally from among the GRT members, at an early stage. So that they can take an active part, together with Co-Chairs and Coordinators, in the whole preparatory process. Crucially, the Rapporteurs would need to start their preparatory work for the 2023 Paris Roundtables once the RT Background Papers have been finalized.

Members

Governments, stakeholders and observers that voluntarily join GRTs are expected to play an active role in the lead up to the Summit, attend all GRT preparatory meetings, give their perspective on the issues and guiding questions covered by the GRT session, provide comments and inputs for the GRT background paper, help with the overall organization of the GRT, and ensure their government/organization's participation in the actual GRT session.

Thematic Experts

While maintaining the state-led nature of the process, the 2022-2023 GFMD Chairmanship encourages GRTs to invite Thematic Experts from governments, international organizations, civil society, the private sector, local and regional governments (LRGs), and youth representatives in order to contribute with knowledge-sharing to the content and design of each GRT.

HLPF¹ and GCM² Rapporteur Team

Following the practice introduced at the 2017 GFMD Summit in Berlin, a special HLPF/GCM Rapporteur Team will be designated in 2023 in order to follow the debates taking place during the Paris Summit, including the GRTs. The key task of the HLPF/GCM Rapporteur Team is to report the main outcomes of the debates with special relevance to the achievement of migration-related SDG targets, as well as GCM objectives. The HLPF/GCM Rapporteur Team follows the discussions at the Paris Summit with the aim of synthesizing the most significant conclusions, in direct relation with the HLPF and the GCM, and reports during a plenary session. In addition, after the Summit, the HLPF/GCM Rapporteur Team delivers a short report reflecting the key ideas, significant conclusions or useful information from all

¹ The [High Level Political Forum \(HLPF\)](#) is the main United Nations platform on sustainable development and it has a central role in the follow-up and review of the [2030 Agenda for Sustainable Development](#), the [Sustainable Development Goals \(SDGs\)](#) at the global level. The HLPF meets annually under the auspices of the [UN Economic and Social Council](#).

² [Global Compact for Safe, Orderly and Regular Migration \(GCM\)](#)

presentations and interventions that could feed into the review processes of the 2030 Agenda and the GCM.

Purpose and Format of the RT Background Papers

The GRT Background Papers provide the general context for the discussions in each Roundtable and point to possible outcomes of the session during the 2023 Paris GFMD Summit. They will also provide an improved evidence-base in the thematic area covered by each Roundtable session.

In coordination with the 2022-2023 GFMD Chairmanship, each GRT Background Paper should be prepared with the GRT session Co-Chairs in the lead, and with the assistance of and input by the GRT members and, as appropriate, Thematic Experts. The respective GRT Coordinators will provide support and guidance to the GRT.

GFMD 2023 GRT Background Papers serve a twofold purpose:

- (1) outlining the development-related relevance of the roundtable topics in order to contribute actionable recommendations to relevant international processes (including the HLPF and the GCM)
- (2) stimulating interactive debate during the roundtables.

Style and content should be geared towards serving the above goals. This requires short, succinct and **highly readable papers with 6 to 8 pages** that adhere to the following structure:

Structure

1. Intro: development-related relevance of the topic (esp. with regard to SDGs and the GCM)
2. Key issues: most important aspects for policy debate
3. Main controversies: conflicting interests and views
4. Ideas for action
5. Three guiding questions for the GRT-debate

In line with established practice, GRTs are encouraged to submit directly to the GFMD Platform for Partnerships Policy and Practice Database online (<http://www.gfmd.org/pfp>) their descriptions and references to examples of relevant frameworks, policies, programs, projects and other experiences, in addition to signaling them for the Annexes to the RT Background Papers. This aims to widen the evolving catalogue of policies and practices gathered throughout the consultations and presented at the GFMD Summit. GRT Background Papers ideally refer to these best practices in the “ideas for action” part.

Government-led Roundtable Teams' Timeline

