



Guidelines for GFMD Roundtable Rapporteurs

The role of the Roundtable Rapporteur

The key task of a Roundtable Rapporteur is to report the main outcomes of the Government-led Roundtable (GRT) debate. S/he is expected to synthesize the discussions and to prepare and deliver a short report (between 1000 to 1,500 words) with the most significant conclusions.

The rapporteur is assigned (upon request or on a voluntary basis) by the RT team Co-Chairs, in consultation with the GFMD Co-Chairs to ensure balance between countries of origin, transit and destination, regional representation and migration perspectives across the six RT sessions.

In fulfilling his/her role, the rapporteur is urged to adhere to the following specific guidelines before, during and after the RT session:

Before the 14th GFMD Summit in Geneva

Ideally, the rapporteur participates in preparatory meetings of the GRT session (23 November 2022, 19 April and 25 October 2023) in order to keep track of the progress in shaping the GRT concept notes and background paper. S/he reads the background papers of the conference session, as well as other documents / presentations that may be available before the session. This helps him/her to get familiar with the topic and with the contents, identify the most interesting information, and to prepare his/her final report.

During the 14th GFMD summit in Geneva

During the open discussion, the rapporteur keeps track of the debate, including questions raised, subsequent answers given, alternative views held or other intervention. To the extent possible, the rapporteur relates the actual discussions vis-à-vis the expected outcome(s) and the guiding questions outlined in the GRT session background paper.

The rapporteur is encouraged to seek support from the assigned note takers during the Roundtable session. Note takers can assist in capturing accurate and comprehensive notes on presentations, discussions, questions raised, and key points made by participants. This collaborative effort ensures that the rapporteur has access to a reliable source of information for their reporting tasks. In case of uncertainties or gaps in understanding during the session, the rapporteur can consult with the note takers to clarify points and gather additional context. As much as necessary, it would be useful for the rapporteur to get advanced copies of the PowerPoint files or talking points used for the presentations.

The rapporteur synthesizes controversies, highlights, and outcomes of the GRT debate in a 5 min statement at the end of the GRT session (*optional, to the discretion of the GRT Co-Chairs*). Additionally, s/he will be

invited to take part in a conversation/panel during the closing session of the Summit. (No reading of notes is foreseen for this session).

After the 14th GFMD Summit in Geneva

The rapporteur writes a summary report on the outcomes of the GRT session.

Roundtable Rapporteurs are invited to share the report with the GRT Co-Chairs and Coordinators before it is submitted and delivered.

Expected output:

The synthesis report should include the following elements:

- title of the GRT session
- countries co-chairing the session
- name or affiliation (country or organization) of presenters
- name and country of the rapporteur
- key ideas, significant results or useful information from all presentations and interventions, such as:
 - Concepts, questions and problems that the GRT session aims to address
 - Existing policies, legal framework, and available data
 - Policy gaps and data and research needed
 - Relevant programs and practices at national, bilateral, regional or international levels, etc.
 - New questions / issues that were raised during the session, which would need further discussion in the future
 - Highlights of interventions made, doubts expressed, inconsistencies/conflicts pointed out between policies and implementation, etc.

The rapporteur may add some personal conclusions, but s/he must state them as such.