

Guidelines for GFMD Roundtable Session Rapporteurs

The role of the Roundtable Session Rapporteur

The key task of a Roundtable Session Rapporteur is to report the main outcomes of the RT 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 2017 GFMD Summit in Berlin

Ideally, the rapporteur participates in preparatory meetings of the RT session (2 February and 7 April 2017) in order to keep track of the progress in shaping the RT concept 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 familiarity with the topic and with the content of the presentations, to pre-identify the most interesting information and some links between the papers, and to prepare his/her final report.

During the 2017 GFMD summit in Berlin

The rapporteur extracts the most significant information (key points) from each presentation, and should look carefully at information which is given during the presentation but which was not written in the paper or copy of presentation made available before the session. 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.

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 RT session background paper.

The rapporteur synthesizes controversies, highlights, and outcomes of the RT debate in a 7 min statement at the end of the RT session. Additionally, s/he will deliver a 7 min report during a closing plenary of the Government Days.

After the 2017 GFMD Summit in Berlin

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

It would be important to share the report with the RT Co-Chairs and Coordinators before it is submitted and delivered.

Expected output

The synthesis report should include the following elements:

- title of the RT 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 RT 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.