



Preparatory (stocktaking) meeting
4-6 December 2017, Puerto Vallarta, Mexico

GUIDANCE NOTE FOR MODERATORS AND RAPPORTEURS

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| Action group | |
| Date and time | |
| Room | |
| Moderator | |
| Rapporteur | |

Objective of the action group

The objective of the action groups is to analyse the full scope of the thematic discussions from different angles/dimensions.

Role of the moderator

The moderators are responsible for the management of their action group. They should open with an introductory statement, state the guiding questions, moderate the discussion, keep time and may provide some closing remarks.

Role of the rapporteur

The rapporteurs will be responsible for compiling the concrete recommendations stated in the action group, along with a concise summary of the proceedings. A template for reporting on the action groups is provided to each rapporteur and is also shared with moderators.

Opening statement

The moderators are invited to make an opening statement, which should not exceed **five minutes**. The opening statement could include a few reflections on the particular dimension, and how the themes discussed in phase 1 of the preparatory process have an impact for the work of this particular action group.

Procedural remarks

There is no pre-determined speakers list. Given the limited time for each of the action groups, the moderators are asked to limit their statements from the floor to **two minutes**. This will allow a maximum number of delegations to take the floor. Written speeches are strongly discouraged in the action groups. All delegations should be reminded that they can submit their recommendations in writing to gcmigration@un.org, to the e-mail of the moderator, and through the recommendation cards provided. They can insert the recommendation cards into the box in the common area of the conference venue.



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Stakeholder participation

Member States will generally be given priority for stating their recommendations from the floor. However, it would be important to ensure that other speakers also have an opportunity to speak. Ultimately, it is up to the moderators' best judgement in granting the floor to speakers in line with the priority of Member States. It is intended to **allow speaking time for at least four stakeholders** other than Member States, including UN agencies, observer organizations as well as non-governmental stakeholders. These speaking slots for observers and non-governmental stakeholders mean that approximately 12 minutes should be allotted at the end of the discussion and prior to any brief concluding statements.

Concluding statement

Moderators are strongly encouraged to keep any closing remarks extremely brief (**one minute**), bearing in mind that the rapporteur will share the conclusions of the action group in the plenary session on the following day. Moderators may choose to give the floor to the rapporteur for a brief summary of the recommendations, if time allows. Finally, Member States should be encouraged to approach the rapporteur if they have any questions or precisions to make regarding their concrete recommendation that is to be shared with all meeting attendees.

Structure

5 minutes

Welcome by chair

- Welcome to this session
- Introductory remarks that highlight the relevance of the particular dimension under discussion to the GCM process and to international migration as a whole
- Explain the format of the session – guided by the following four questions:
 1. ***What are your national priorities under this dimension?***
 2. ***What actionable commitments would you like to see included in the Global Compact relating to this dimension?***
 3. ***What means of implementation do you foresee for above actionable commitments?***
 4. ***What partnerships will be necessary for the implementation?***
- It may be pointed out that all of the thematic discussions are “on the table” and delegations should be encouraged to reflect on how the GCM can have a practical, implementable effect for safe, orderly and regular migration in this particular dimension.

60 to 75
minutes

Member State interventions

- Delegations should share their answers to the guiding questions by focussing on the actionable commitments.
- Interventions should not be written speeches, but genuine analytical discussions.
- Speaking time should be limited to two minutes, with flexibility for up to three minutes if the number of delegations taking the floor is low.



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12 minutes

Interventions from stakeholders

- Same format as for Member States.

5 minutes

Concluding remarks

- The moderator may choose to give the floor to the rapporteur for a very executive reflection on the discussions.
- It is important to remind delegations of the various means at their disposal for ensuring that their concrete recommendations make it to the co-facilitators.
- Thank all delegations and stakeholders for participating.