

**62nd Commission Session Ministerial Meeting,
10-12 April 2006, Jakarta**

Regarding Policy Statements by Heads of Delegation

Special message for the attention of officials assisting Heads of Delegations to the Ministerial Meeting in Jakarta, 10-12 April 2006:

Dear Officials,

Concerning the delivery of policy statements on the afternoon of Day 1 (10 April) and Day 2 (11 April), we seek the active cooperation of Commission members and associate members to keep within the **7 minutes** for sharing the most critical points of each policy statement, so that there is a fair distribution of time for all delegations. All delegations are welcome to circulate copies of the full text of their statements.

There will be two large screens in the plenary hall for the Ministerial Meeting.

One screen will show the speaker.

For the other screen, we should like to invite delegations to use the option of showing on screen some **pictures to illustrate their policy statements**. This is entirely optional and could be as few as 3 or 4 PowerPoint slides or as many as 7 or 8 slides, to illustrate the policy statement delivered by your Head of Delegation. The pictures should be of a quality that would show up well on a large screen.

If the pictures are visually powerful, they would help the other delegations to understand better the key messages of the policy statement being delivered. For example, they could show:

- ✓ Highlights of major initiatives that have occurred with your Government's involvement since the last Commission session in May 2005.
- ✓ People - the proponents and beneficiaries of those major initiatives.

On the **logistics** for showing the slides when your Head of Delegation speaks, please:

- ✓ Come with your flash drive to the **Conference Secretariat Office -- Nuri Room 1** in the Jakarta Convention Centre - on **Sunday, 9 April** any time from **10:00 - 18:00 hours**.
- ✓ The Slides Focal Point will help you copy your e-file into a computer notebook.

- ✓ At the time of delivery, it is preferable that the responsible person in each delegation comes to the computer near the podium to click the slides at the points of time that suits the Head of Delegation. The Slides Focal Point will also be present to provide assistance, if required.
- ✓ If you would like the secretariat to help in clicking the slides during the delivery of a policy statement, please mark on a hard copy of the policy statement the points when the slide change should occur.

The ESCAP secretariat looks forward to the participation of your delegation in the sixty-second Commission session in Jakarta.

Secretary to the Commission