

UNITED NATIONS



NATIONS UNIES

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

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Data and statistics for the post-2015 development agenda: implications for regional collaboration on statistics in Asia and the Pacific

Preparatory expert group meeting for the fourth session of the ESCAP
Committee on Statistics

9-10 December 2014, ESCAP Conference Centre, Meeting Room H

Guidelines for session participants

Moderator

1. The Moderator is to facilitate the discussions so that the expected outcomes of the session are delivered.
2. During the meeting, the Moderator is expected to introduce the session with brief introductory comments on the expected outcomes, the relevance of the outcomes to the overall meeting objectives, as well as the broad questions that will be tackled.
3. The Moderator then introduces the individual presentations and moderates the responses by the Discussants to the presentations, as well as the plenary discussions that follow.
4. In doing so, the Moderator can use the list of tentative questions contained in the meeting programme as a general guide.
5. At the end of the session, the Moderator will summarize the salient points from both the presentations and the discussions.

Presenters

1. A presentation should stimulate discussions by either introducing an argument and/or sharing relevant information. Information sharing can be about practices or initiatives, or research findings and conclusions. Either way, the argument or the information should centre on the expected outcomes of the session.
2. Each presentation is to last no more than 10 minutes and can be delivered with or without visual aids, including PowerPoint.
3. Each Presenter is requested to focus on the key points of the argument or findings in the presentation. If the arguments or information are contained in documents, they are encouraged to provide such documents to the secretariat for circulation among meeting participants.

4. Presenters will be able to respond to comments and questions from the EGM following the panel discussion.
5. Presenters are asked to provide a short biography and a copy of their presentations (if they are being used) to the secretariat by 4 December.

Discussants

1. The interventions by the Discussants are expected to deepen and/or widen the discussions by responding to questions posed by the session Moderator.
2. Each Discussant is asked to speak for no more than 5 minutes and can affirm or rebuke an argument or a viewpoint, introduce additional viewpoints, or share information. As a general rule, the interventions by the Discussants should not be PowerPoint presentations.
3. Discussants will be able to respond to comments and questions from the EGM following their discussion.
