



Distribution: LIMITED

23 February 2005

**UNITED NATIONS  
ECONOMIC AND SOCIAL COUNCIL**

**Original: English**

---

***ECONOMIC COMMISSION FOR AFRICA***

Fourth Meeting of the Committee  
on Development Information (CODI)

Addis Ababa, Ethiopia  
23 – 28 April 2005

**Notes and Guidelines for Chairs, Speakers, Panellists,  
Rapporteurs, Delegates and Observers at the fourth Meeting of  
the Committee on Development Information (CODI.4)**

# **Notes and Guidelines for Chairs, Speakers, Panellists, Rapporteurs, Delegates and Observers at the fourth Meeting of the Committee on Development Information (CODI.4)**

## ***Background***

The Committee on Development Information (CODI) is composed of statisticians, librarians, information and geo-information specialists, who are government officials of the members States of the Economic Commission for Africa. The broad mandates of the Committee are to:

- a) Promote the growth of an information society in Africa through the utilisation of information and communication technologies for the organisation, management and dissemination of information in Africa;
- b) Advise on measures to improve all aspects of statistical development of member States including international comparability having regard to the recommendations of the Statistical Commission of the United Nations;
- c) Advise on the building, maintenance and dissemination of regional development databases, including bibliographic, textual and spatial databases, and assist in strengthening the capacity of member States to improve their national information systems;
- d) Promote the development and utilization of geographic information technologies as decision support tools for the socio-economic development of member States;
- e) Foster regional cooperation and integration among members States, with the participation of key stakeholders in the field;
- f) Offer a platform for African participants to interact with their counterparts from the developed world and promote negotiation on bilateral and multilateral technical assistance.

The Committee meets every two years, organising its work in plenary meetings and in three subcommittees for:

- Information and communications technologies;
- Statistics, and
- Geoinformation.

At the beginning of each session, the committee elects a Chair, two Vice-Chairs and two rapporteurs, and the each subcommittee appoints a Chair, a Vice-Chair and a rapporteur.

## ***Specific Objectives of CODI.4***

Under the theme of “Information as an Economic Resource”, the specific objectives of CODI.4 are:

- Increase the understanding of the key role of data and information in the global markets as well as socio-economic development in Africa
- Examine and investigate the opportunities offered by the information economy in relation to the African continent;
- Identify challenges in mainstreaming development information in key economic sectors to enhance their efficiency, effectiveness and competitiveness
- Examine the role of information in creating pro-poor economic opportunities

- Set the path for the development of the ECA two-years programme on Harnessing Information for Development.

## ***Contents of the Report of CODI.4***

With the above background and specific objectives in mind, the report of CODI.4, which will be addressed to the Conference of Ministers of the Economic Commission for Africa, shall contain:

- A draft plan of action for member states identifying the advantages and returns of the emerging information and knowledge economy as an economic resource and strategies to improve growth and facilitate economic positioning of African countries;
- Specific recommendations for action to be taken by government agencies responsible for statistics, libraries, geo-information and information and communications technologies towards developing information resources and successful practices on information as an economic resource;
- Specific recommendations for action to be taken by inter-governmental organizations towards developing and harnessing the identified information resources as a real economic resource;
- Specific recommendations for action to be taken by non-governmental and civil society organizations towards developing and harnessing the identified information resources as a real economic resource;
- Specific recommendations for action to be taken by academic and research institutions towards developing and harnessing the identified information resources as a real economic resource;
- Specific recommendations for action to be taken by United Nations agencies towards developing and harnessing the identified information resources as a real economic resource;
- Recommendations of activities to be undertaken by ECA to make the use and develop of information and knowledge resources visible in its work programme to provide good examples to member States on the use of information as an economic resource;
- And evaluation of progress made by member States and by ECA in the implementation of the recommendations of CODI-III.

## ***Roles of Session Chairs***

The chair presides over the sessions and sees to it that the sessions follow the programme. Specifically, the Chair:

- Introduces the session topic or theme and objectives;
- Introduces the programmed presenters for the session;
- Ensures that **each presenter keeps to allotted time**, and if necessary interrupts the presenter to advise them of time remaining, or stop them when time is up;
- Acknowledges participants who wish to contribute to discussions on presentations and decides on the order and length of the interventions;

- Ensures that the same participants do not monopolise the discussions and that interventions are relevant to the topic under discussion by interrupting when an intervention strays from the topic; and
- Sums up the presentations and discussions at the end of the session.

### ***Roles of Session Rapporteurs***

Rapporteurs have a key role to play in producing a suitable report for CODI.4. They will therefore be advised to keep in mind the overall objectives of CODI, specific objectives of CODI.4 and the proposed contents of the report. Each session should have two rapporteurs, one anglophone and one francophone. They should concentrate on their own languages, with the language of session presentation determining the lead role of one rapporteur or the other.

#### ***Specifically, session rapporteurs:***

- Take full narrative notes, not just bullet points in recording the session. It should be their responsibility to collect and submit the speaker's presentation along with the notes they have made, and any other ad hoc contributions that arise during sessions;
- Integrate his/her notes immediately after the session and will submit the notes no later than two hours after the session's end. This is to make sure we don't start slipping back because people get their notes in late;
- Identify actions to be taken and recommendations as itemised in the section on “contents of the report” above; and
- Compile and word-process these notes using templates and formats to be provided; and submits the report to the secretariat focal person during the meeting of rapporteurs on the following day.

#### ***The general rapporteur:***

- Will work with the appointed session rapporteurs to ensure that everything the drafters might need has been noted/collected and that it is submitted to the drafters in good time;
- Will ensure that the recommendations and all key resolutions coming out of the committee sessions are integrated into 1 document and translated as quickly as is possible;
- Will be responsible for the final delivery of the draft report for editing and will ensure it is submitted no later than 5 hours after the last session of the meeting; and
- Will be responsible for the integrity of the report and will be expected to field queries, cross-check facts and if necessary ask the session rapporteur to re-draft notes.

#### ***The Drafters:***

- Will be assigned a room in UNCC and will take over the notes given to them by the session rapporteurs in collaboration with the general rapporteur;
- Will work on integrating incoming notes, briefing notes, speaker presentations and any other inputs. This should be done with the conference report in mind;
- Will be expected to be present and available at all times to work on the submitted notes and drafts; and
- Will be responsible for timely delivery of the key recommendations and key resolutions for translation before submission to the closing session.

By the end of the conference all sessions should be fully recorded along with presentations, some strict deadlines are needed. This will guarantee that all raw material for editing into the final report is submitted while everyone is still around and memories are still fresh in case there are queries. To facilitate the coordination of the work of the Rapporteurs, **meetings have been scheduled for Rapporteurs every morning before the first session, and every evening after the last session.**

### ***Roles of the Keynote Speaker***

A keynote speech on the subject of information as an economic resource will set the tone for the meeting. To be given by an expert on information as an economic resource, the speech will elucidate the meaning of information as an economic resource and present the advantages and returns of the emerging information and knowledge economy as an economic resource to improve growth and facilitate economic positioning of our member States. Specifically, the keynote speaker shall:

- Prepare an outline of the background paper
- Prepare a background paper discussing information as an economic resource challenges for Africa with an executive summary no more than sixteen (16) pages;
- Present a summary of the paper in 20 minutes during the opening session of the meeting; and
- Participate in discussions during the opening session and the plenary sessions.

### ***Roles of the Respondents***

The opening session features a panel discussion on “Information as an Economic Resource.” The keynote speaker will present a speech outlining challenges and visions for Africa to harness information as an economic resource. Thereafter, four respondents will present challenges and opportunities from the perspectives of information and communications technologies (ICT), library, statistics and geoinformation. Specifically each respondent is expected to:

- Read the background paper prepared by the keynote speaker, which shall be provided before hand;
- Prepare a concise response of up to sixteen (16) pages to the issues and challenges raised in the background paper, outlining how their particular discipline will contribute towards dealing with them;
- Make a 10-minute oral presentation during the opening session responding to the keynote speech; and
- Participate in discussions during the opening session and the plenary sessions.
- Be a resource persons in the respective sub-committee meetings

### ***Roles of Session Panellists***

Presentations have been programmed for plenary and some sub-committee sessions. These presentations are designed to provide background material to lead into the discussions on the sub-

themes or topics of the sessions in which they will be presented. The presenters of these papers are expected to:

- Prepare an executive summary of up to sixteen (16) pages of the presentation;
- Make a 10-minute oral presentation, using PowerPoint, on the assigned topic; and
- Participate in discussions following the presentation.

## ***Roles of Official Delegates***

Every member State is represented at the meetings by an official delegation comprised of statisticians, information and geo-information specialists and librarians. In addition to government officials, member States are encouraged to include in their delegations, representatives of user organizations, research and institutions of higher learning and the private sector. Delegates are expected to:

- Familiarise themselves with the mandates of CODI as contained in its terms of reference;
- Provide feedback and suggestions to the secretariat during the planning stages of CODI meetings;
- Prepare and submit reports on the activities of their countries in the areas they have been assigned to speak on, according to guidelines provided by the CODI secretariat;
- Attend the plenary sessions and the subcommittee sessions corresponding to their areas of responsibility and contribute to the discussions;
- Present their countries' official positions on topics discussed during the sessions;
- Report back to their countries on outcome of the meeting, especially on action plans proposed for member States; and
- Assist in implementing recommended programmes in the countries and prepare for the countries' participation in the next meeting of CODI.

## ***Roles of Observers***

It is recognised that there are stakeholders in the work of CODI outside the government agencies in ECA's member States responsible for the various aspects of development information it deals with. Provision is therefore made for observers from States that are not members of the Commission, inter-governmental organizations, academic institutions and research centres, agencies of the UN and non-governmental organizations. Observers are expected to:

- Provide feedback and suggestions to the secretariat during the planning stages of CODI meetings;
- For observers from ECA member States, provide advice in their areas of expertise to members of the government delegation during the preparation for CODI, and during the meetings;
- Attend the plenary sessions and the subcommittee sessions corresponding to their areas of responsibility and contribute to the discussions;
- Present the official positions of the agencies, organisations and countries they represent on topics discussed during the sessions;

- Report back to the agencies, organisations and countries they represent on outcome of the meeting, especially on action plans proposed for them; and
- Assist in implementing recommended programmes in the Africa.