

Third Meeting of the African Learning Group on the Poverty Reduction Strategy Paper (PRSP-LG3)

PRSP-LG3: Guidelines for Resource Persons and Facilitators

Following are some general guidelines to be adhered to by the presenters, chairs and rapporteurs.

1. Presenters

The clarity and focus of presentations are vital for the success of any meeting as they provide both a context and help guide the discussion of issues.

Working with the Focal Point – Mr. Kasirim Nwuke - presenters will develop various aspects of the session. Presenters will:

- plan and prepare a presentation within the guidelines given by the Focal Points;
- submit a summary (as outlined above) to the Secretariat of the Meeting;
- provide the Focal Points with a copy of their presentation and related documents;
- attend an orientation meeting to plan the organization of the session and make a test run of their presentation;
- present requests for technical assistance - power point presentation facilities, flip charts etc - to the Focal points and hosts of the meeting well in advance ; and
- keep the presentation within the set time frame (the chair will signal time with a yellow card meaning two minutes left and a red card meaning stop).

2. Chairs

Working together with the Focal Points, the Chair will:

- attend the orientation meeting and meet with the Focal Points and presenters to finalize the organization of the session;
- be familiar with the content and objectives of the session;
- have reviewed the summaries of each presentation;
- know the exact location and time of the session; and
- manage the session with strict adherence to timing, focusing on the "expected output".

In managing the session, the Chair will:

- review the session's objectives/expected outputs;
- introduce each speaker with title, institutional affiliation and the topic of each presentation;
- introduce the rapporteur of the session;



Third Meeting of the African Learning Group on the Poverty Reduction Strategy Paper (PRSP-LG3)

- indicate clearly the time allocation for each speaker; and
- indicate the time set aside for the discussion period.

Following the presentations, the Chair will:

- facilitate discussion and summarize the issues emerging from the discussion;
- summarize the main points from the presentations and the discussion;
- thank presenters for their contribution and the audience for their participation; and
- close the session and introduce the chair of the next session.

3. Rapporteurs

Rapporteurs play a key role in documenting important issues that emerge during each session.

Rapporteurs are asked to:

- be familiar with the content and objectives of their session and attend the orientation meeting to finalize the organization of the session;
- highlight three or four important points raised in each presentation;
- highlight the main issues identified in the discussion;
- summarize the conclusions by the chair;
- document the next steps that will define the research agenda for that topic;
- note any change from the printed programme (presenters, affiliations, titles, etc.);
- note how many persons were present during the session;
- discuss any issues with the Focal Points and Chair at the end of the session;
- on the same day, submit their notes to the Focal Points;
- retain one copy for their record; and
- ensure that the presenters' notes, rapporteurs' notes and all material from the session are handed over to the Focal Points.

All sessions will be taped for back-up purposes.

Rapporteurs are free to use any style of reporting provided the above guidelines are observed and complied with and the report is either in English or French. A rapporteur can add in his/her comments (with identification).

