



**FINANCING FOR  
DEVELOPMENT**  
13-16 JULY 2015 · ADDIS ABABA · ETHIOPIA  
TIME FOR GLOBAL ACTION

## **Procedural Guidelines for the Round Tables**

### **Modalities**

Pursuant to General Assembly resolutions 68/279 and 69/278, the Conference will include six interactive multi-stakeholder round tables, to be held in parallel with the plenary meetings. Member States and other participants are encouraged to be represented at the round tables at the highest possible level. All the round tables will be held in Conference Room 2.

Each round table will be co-chaired by two Chairs to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, in consultation with the regional groups. The Secretary-General of the Conference, in consultation with the President of the General Assembly, will identify up to four panellists and a moderator for each of the round tables. The panel discussion will be followed by an interactive debate among States and other relevant stakeholders.

Each round table will be open to participation by representatives of all participating States, up to 15 representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations, up to six representatives of accredited civil society organizations, and up to six representatives of accredited business sector entities.

### **Themes**

The two themes of the round tables were decided by the General Assembly.

Round tables 1, 3 and 5 will be on the theme: “*Global partnership and the three dimensions of sustainable development*”.

Round tables 2, 4 and 6 will be on the theme: “*Ensuring policy coherence and an enabling environment at all levels for sustainable development*”.

The Secretariat has prepared background notes outlining the substantive issues that may be addressed by the participants and suggesting questions for discussion, which are available on the conference website at [www.un.org/ffd3](http://www.un.org/ffd3).

### **Structure**

The Co-Chairs will preside over the round tables. They may decide that one Co-Chair takes the lead for the first half of the round table, with the second Co-Chair presiding over the second half.

The three-hour session will begin with brief opening statements by the two Co-Chairs (5 minutes each). The Co-Chair will then, invite the Moderator to make some introductory remarks (up to 5 minutes) presenting the overall theme of the meeting and posing questions for discussion.

The Moderator will then give the floor to each of the panellists to make their presentations (8-10 minutes each) to address key issues of the theme of the round table. (Panellists will have been advised that due to time constraints PowerPoint presentations will be discouraged.) After panel presentations, the Moderator may call upon 2 lead discussants, identified prior to the session, who may be given the floor (5 minutes each) to launch the discussion.

Given the time constraints of the round table, the introductory segment (statements by Co-Chairs, Moderator, panellists) should not last more than one hour.

The interactive discussion will be conducted by the Co-Chairs. A high number of requests for the floor are anticipated at each round table and time management will be important. Opening the floor for an interactive debate, the Co-Chairs should underline that, in order to provide for maximum participation, interventions should not exceed *three minutes*. The Co-Chairs may also stress that prepared statements would be strongly discouraged. If speakers exceed the time limit, they could be politely reminded of the three-minute limit.

No advance list of speakers will be prepared. The Secretary will assist the Co-Chairs in managing the requests for the floor. At the discretion of the Co-Chair, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders (intergovernmental organizations, the United Nations system, civil society and the business sector). The Co-Chairs should aim to achieve a balance among speakers from participating States and stakeholders.

At the end of the debate, time permitting, the Co-Chairs will give the floor back to the Moderator and the panellists to make some brief closing remarks (no more than 2 minutes each).

Upon the conclusion of the discussion, the Co-Chair may make very brief closing remarks and declare the round table adjourned.

## **Outcome**

The Secretariat will prepare summaries of round tables (up to 2,000 words each) which will be included in the Report of the Conference, along with the summary of the plenary meetings (up to 3,000 words).