

## Global Forum on Migration and Development Athens 2009

### Guidelines for the Roundtable Sessions

#### I. Roundtable Teams and Sessions

The Athens GFMD meeting on 4-5 November 2009 will be structured around seven Roundtable sessions organized under three Roundtables. To guarantee transparency and broad participation in the preparations for the meeting, the Greek Chair-in-Office offers the opportunity to interested Friends of the Forum to partner in the organization and conduct of these sessions.

##### *i) Roundtable session Teams*

Each session team will be led by two co-leaders, representing developed and developing country governments, in close cooperation with the Roundtable Coordinator.

Other Friends of the Forum (governments or international organizations) may join in the Roundtable session teams to help through the provision of thematic input and/or the revision of background paper drafts (see below).

##### *ii) Tasks of the Roundtable session teams*

Each session team will need to:

- produce a brief **background paper** (see outline below) as the basis for the discussion.
- identify the **members of the panel** for the session.

The background paper, prepared by the Co-Chairs, with the assistance of the session team members and, as appropriate, other international expert organizations, should frame the issues to be discussed during the session, describe existing initiatives and lessons learned, and propose practical outcomes. (See below the Outline of Background Papers prepared by the Taskforce)

The session team members should contribute their experiences and good/bad practices to the preparation of the background paper and the session discussion. They will also assist in the revision of the background papers, planning of the session panel and discussion, and participate in the panel discussion (as far as the limited panelist roles permit).

Team leaders are requested to submit to the GFMD Chair the first draft of their background paper by **mid- July 2009**. The final version will be disseminated to all participants in **September 2009**.

Co-chairs and session teams will be assisted in all these tasks by the respective RT Coordinator.

*iii) Athens GFMD Roundtable session panels.*

The format of each Roundtable session during the Athens meeting will be discussed among RT co-chairs, team members and coordinator as the session preparations progress. Guidelines on the roles of Roundtable session panelists will be provided by the Athens GFMD taskforce by end of July 2009. The Chatham Rule will apply to the discussions and reports thereof.

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## **II. Outline of Roundtable Background Papers**

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**Executive Summary** - 2 paragraphs

**1. Background and Context** – 1 page

- a) Rationale, definitions and principles
- b) Objectives and key propositions
- c) Key findings on the theme to date.

**2. Policies and Practices** – 3-4 pages

- a) Key examples of current/proposed effective and less effective practices (with annexes as necessary)
- b) Evaluations or measures of effectiveness and impacts of policies and practices.
- c) Lessons learned

**3. Suggestions and Proposals to Policy Makers** - 2 pages

- a) Remaining/emerging issues and challenges for governments (knowledge gaps; “replicability” of good practices, and scaling-up opportunities; efficiency/effectiveness indicators;etc.)
- b) Questions to guide the RT discussion (ideally three questions).
- c) Proposed outcomes at national, bilateral or multilateral level; research; partnerships, etc.

This outline is indicative and can be adapted according to the sessions, in coordination between the Co-Chairs and the Roundtable Coordinators. The length of background papers should be **limited to 6-8 pages** to ensure efficient preparation of the discussion

**GFMD Athens 2009**

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