

Guidance note for moderators and lead speakers

Symposium on Implementing the 2030 Agenda for Sustainable Development and the SAMOA Pathway in Small Island Developing States (SIDS): Equipping public Institutions and mobilizing partnerships 21-23 February 2017 Nassau, Commonwealth of the Bahamas

This Symposium aims to reflect on how SIDS can integrate the 2030 Agenda and the SAMOA Pathway in their national plans, policies, and strategies. It will place a special focus on how best to equip public institutions and mobilize partnerships and cooperation for realizing the 2030 Agenda. It will give special attention to the special vulnerabilities of SIDS to the adverse impacts of climate change and disasters, and reflect on ways to strengthen resilience.

The Symposium will identify recommendations that SIDS and other countries and actors could implement moving forward. It also aims to identify political messages and recommendations for the high-level political forum on sustainable development (HLPF)¹ and UN General Assembly as part of its follow-up on the SAMOA Pathway, and issues for further discussions in other United Nations platforms such as the UN Committee of Experts on Public Administration². The Symposium will also provide a unique opportunity to reflect on what is needed for mobilizing effective partnerships to advance progress in the SIDS Partnership Framework as outlined in the SAMOA Pathway.

The moderator and speakers will have a key role in identifying such action points.

Moderator and speakers may refer to the think pieces prepared by the Secretariat, as well as the feedback solicited from participants in advance of the Symposium³.

There will be various kinds of sessions (please refer to the draft annotated programme):

- Plenary roundtables, with interventions from the podium by several panelists and then a discussion with other participants.
- Break out groups, for more informal discussions engaging a few lead speakers and the audience

¹ Note: The follow-up to the SAMOA Pathway takes place at the United Nations General Assembly, the Economic and Social Council, and the high-level political forum on sustainable development which is also the UN overarching platform for reviewing implementation of the SDGs <https://sustainabledevelopment.un.org/hlpf>; the HLPF usually dedicates sessions to the follow-up to the SAMOA Pathway.

² Refer to website on the UN Committee of Experts on Public Administration: <https://publicadministration.un.org/en/cepa>

³ A summary of these feedbacks will be shared by the Secretariat in due course

- “Show and tell” where a few lead speakers and then all participants will have a few minutes to share an experience (Session 2 on institutions)
- Flash session when participants will be able to announce new partnerships and initiatives (session on partnerships)
- Town hall meetings, with two or three moderators and participants intervening from the floor (for reporting on break-out groups or discussing the way forward)

For panelists and lead speakers

Each **speaker** will speak for **a maximum of 8 minutes for all plenary presentations, 6 minutes during the “Show and Tell” (Session 2); and 4-5 minutes during the flash presentations (Session 3).**

Each **speaker** is invited to address the guiding questions (unless the discussions with the moderator determine a different approach e.g. splitting questions among participants), and will identify

- One critical lessons learned: what works and what doesn’t
- One challenge on which s/he would like to hear others’ experiences
- One recommendation for SIDS
- One recommendation or political statement the high-level political forum could make
- One issue for further discussion in UN forums

If a PowerPoint presentation is used, it is suggested to keep to a maximum of 6 slides addressing the above points. Background of case or analytical context (one slide)

Each **speaker** should share the title and content of her/his presentation with the moderator and other speakers ahead of the meeting. The secretariat will facilitate the discussion among speakers and the moderator. Please send your presentations (if any) and written summaries (2-page) of main points of your intervention by Wednesday 15 February 2017 to Ms. Rosanne Greco (greco@un.org) and Wai Min Kwok (kwok@un.org), so that they can share them with moderators and lead discussants in advance for their preparation. The presentations will also be posted on the Symposium website after the session. Longer interventions and cases may also be provided to the Secretariat in writing to be shared among the participants and posted online before or after the meeting.

For moderators

Before the Symposium, the **moderators** are encouraged to get in touch with the speakers or lead speakers to get a sense of the focus of their intervention and prepare the discussion. This could be done virtually through emails, web conference (e.g. Skype), and face-to-face discussion at the conference venue prior to the session, facilitated by the Secretariat. Moderators can consider how best to organize the session. This can include asking each speaker to briefly address one of the questions, or conducting a more informal free flowing discussion or having a

more classical series of short presentations addressing all questions. The intention is to ensure that the session is substantive, focused, informal and interactive.

The **moderator** should introduce the topic(s) of the session and present the participants without exceeding a maximum of five minutes. She/he should also clearly convey that there is a maximum allocated time for each speaker from the podium and from the floor -- approximately 2 minutes and not exceeding 3 minutes for each intervention from the floor. The moderator should encourage an inclusive and conclusive debate within the allotted time.

After speakers' presentations, the **moderator** will comment on the speakers' presentations, possibly identify common messages, key actions and issues for further feedback for approximately 2 minutes. S/he may also provide a different perspective and introduce new ideas. The **moderator** can also ask a follow-up question to the speakers.

Then, the **moderator** will open the floor for other participants to briefly share their experience, comment or ask questions. S/he will seek a range of perspectives from governments, UN agencies and the other participating experts. During the discussion, the **moderator** will try to ensure a free flowing, informal, and stimulating debate. S/he will help to identify a few crisp messages and action points from the discussions.

S/he will need to help keep strict time limits on interventions. S/he will not hesitate to ask speakers to wrap-up their interventions, if necessary, bearing in mind however political sensitivities and seniority (in the case of speakers from the podium, the moderator may pass a piece of paper to alert the speakers that his/her time is up).

A common practice is to take three interventions from the floor, then return to the speakers. Each intervention from the floor should be about 2 - 3 minutes. The moderator may inject his/her own observations and follow-up questions. Time permitting, the speakers will have the opportunity to provide brief responses during the meeting and at the end of the session. The moderator may also decide to open the floor for comments and questions after three speakers in case there are several speakers.

At the end of the discussion, the moderator will identify a few key messages from the discussions, and actions for possible inclusion in the report and Communiqué of the Symposium and in the ministerial declaration of the high-level political forum on sustainable development.

If there are breakout discussions

The objective of the breakout sessions is to allow more time for focussed discussion in sharing experiences and reaching consensus on concrete conclusions and recommendations for presenting at the plenary session. The suggested speaking times for the moderators and speakers are identical to above.