

Terms of Reference

for Moderators and Rapporteurs of

Plenary Sessions

Before the Session

Moderators, Rapporteurs and Invited speakers should ensure that they:

- 1) Are familiar with the speakers, their bio data and their names.
- 2) Meet before the session to define the plan or strategy they will use to run the session, ensuring an interesting exchange of information with the active participation of the audience.
- 3) Identify suitable, to-the-point questions targeted to the speakers, in case no questions come from the audience.

During the Session

A) Moderators

When introducing the author of the invited position paper, please:

- 1) Indicate his/her name, nationality, title or specialization, title of the presentation and allocated time
- 2) Monitor the time of the presentation, informing the speaker, if necessary, of the time left or of the need to conclude his/her presentation
- 3) Give the floor to the audience for questions, remarks, comments, etc. avoiding unnecessary discussion, long monologues, etc.
- 4) Provide time to the speakers to reply or comment on questions and issues raised by the audience – if necessary, re-group questions and redirect them to the speakers eliciting the most important issues, should time not be enough
- 5) Present a summary of the discussion, highlighting any conclusions and recommendations, if any (these should be included in a Summary Report, see below)
- 6) Thank the speakers and the audience for their participation and inform them that the Moderator and Rapporteur will prepare a short Summary Report of the session which they will submit to the FAO Secretariat for the preparation of the report of the workshop proceedings.
- 7) Close the Session when concluded and announce any event which might take place thereafter.

B) Rapporteurs

- 1) Take note on the main findings, conclusions and recommendations of each presentation.

- 2) Support the Moderator registering those of the audience who are requesting the floor to speak.
- 3) Take note of those questions/remarks from the floor which could be of interest for consideration in the session Summary Report, as well as of the replies from the speakers.

After the Session

Moderators and Rapporteurs shall ensure that they:

- 8) Jointly prepare a short summary report (max. 400 words) indicating name of the speakers, title of presentation, number of interveners from the audience, main findings, conclusions and recommendations of the Session.
- 9) Submit the Summary Report of the Session to the FAO Secretariat within two hours after the end of the Session. For those sessions ending late in the afternoon the report should be delivered before 10:00 am of the following morning.

Terms of Reference for Chairs of Working Groups Sessions

Chairs will introduce the session and topics, manage the time accordingly to address all questions, guide discussions and summarize conclusions.

Specifically the Chairs will:

- Introduce themselves and the Rapporteur
- Introduce the topic and duration of the Session
- Encourage a round of introductions at the beginning of the Working group Sessions
- Outline the scope of topic to be discussed and related questions to be addressed
- Remind those in the working group, wherever possible, to relate to the topic of the session
- Remind the participants that the objective of each session is to consider each country's needs and how to advice on best way forward to improved NFI activation
- Stimulate discussions on conclusions and recommendations based upon time remaining
- Sum up with concluding highlights

Terms of Reference for Rapporteurs of Working Groups Sessions

Rapporteurs will prepare notes and summarize each participant's contribution to the working groups sessions according the table specified in the Working Groups Terms and Definitions (ToRs), and present them in the following plenary session.

The outputs from the working groups will assist in preparing a report on the proceedings of the workshop and serve to stimulate investments in national forest assessments and monitoring.

Specifically, the Rapporteur is to prepare the electronic summary tables according to Annexes 1 and 2 of WG ToRs, specifying:

- Details of Working Group (WG) Participants (Annex 1)
- Status of NFIs and objectives, recommendation and action plan, and a summary of regional main specificities and characteristics (Annex 2)
- Take note of key Statements and Recommendations from the sessions
- Issues/Constraints raised

The Rapporteurs will verify the WG summary tables of conclusions in collaboration with the Chair of the WG sessions and present them in the plenary session after the working group sessions. The Rapporteur will also provide WG summary tables in electronic format to the FAO Secretariat as soon as possible after the presentation.