

**Guidelines to Chairs of Working Sessions**

Chairpersons will introduce the session topic, time management, guide discussions and sum up. Specifically:

- Introduce the Chair and the Rapporteur
- Introduce the topic and duration of the Working Session
- Outline the specific scope of each Working Session:
  - Priority Problems and Justification
  - Impact and Outcomes
  - Outputs and Actions
  - Outputs, Actions, Key Stakeholders, Assumptions, Indicators and Risks
- Remind working session participants to relate discussions to the theme of the workshop: “Improve the contribution of Poplars and Willows **in meeting sustainable livelihoods and land-use** in selected Mediterranean and Central Asian countries”
- Remind working session participants that each technical session is to consider how to:
  - Exchange knowledge and technology between technical specialists from industrialized countries in poplar and willow culture and developing countries
  - Transfer scientific knowledge into formulating policy, planning and practices
- Use country responses to questionnaires and oral presentations as a basis to stimulate discussions
- The following questions will assist in stimulating discussions:
  - ✓ What are the priority problems and justification?
    - What are the specific problems to be addressed (policy, technical, institutional, others)?
    - What are the major issues related to these problems?
    - How does this relate to the Government strategy for development and forestry?
    - Who are the key stakeholders?
    - What other projects/programmes already exist in this field?
    - What other donors are active in this field?
    - Define the justification highlights
    - **Complete the Problem and Justification Summary Table provided**
  - ✓ What should a pilot project for 5 years focus upon?
    - What do you consider will the impacts (objectives) of the project be?
    - What realistic outcomes (benefits) and target beneficiaries do you intend to achieve?
    - What realistic outputs (policy, technical, institutional) to address the priority needs?
    - What are the main activities to achieve the outputs?
    - Who are the key players to undertake the outputs/activities (lead players, support players/ partners)
    - What are the key assumptions needed for success?
    - What are key indicators (measures) of achieving output and/or outcome results?
    - According to each output, what are the main risks?
    - **Complete the Logical Framework of Action Summary Table provided.**
  - ✓ What other relevant background information?

## Guidelines for Rapporteurs of Working Sessions

Rapporteurs will record key points that arise from working sessions in accordance with the headers as outlined in the Guidelines for Chairs. These will be prepared into bullets or statements for presentation back to plenary at the end of Day 2 and ultimately into a Problems-Justification Summary Table and a Project Logical Framework of Action for presentation to plenary on Day 5.

The above documents will ultimately form the basis for the final formulation of the projects

Specifically the Rapporteur is to:

- Record key points from working session discussions
- Prepare an electronic summary of highlights (bullets points is an effective way) to include:
  - Problem-Justification Framework
    - Problems to be addressed (policy, technical, institutional, others)
    - Major issues
    - Reference to Government strategy for development and forestry
    - Key stakeholders
    - Other projects/programmes
    - Other donors
    - Justification highlights
  - **Ultimately summarize discussions into the Problem - Justification Summary Table provided**
- Project Logical Framework of Action
  - Impacts (objectives) of the project
  - Outcomes (benefits) and target beneficiaries
  - Outputs (policy, technical, institutional)
  - Activities
  - Key stakeholders to undertake the outputs/activities
  - Key assumptions
  - Indicators (measures) of achieving output and/or outcome results
  - Main risks
- **Ultimately summarize discussions into the Logical Framework of Action Summary Table provided.**
- **Other related information**

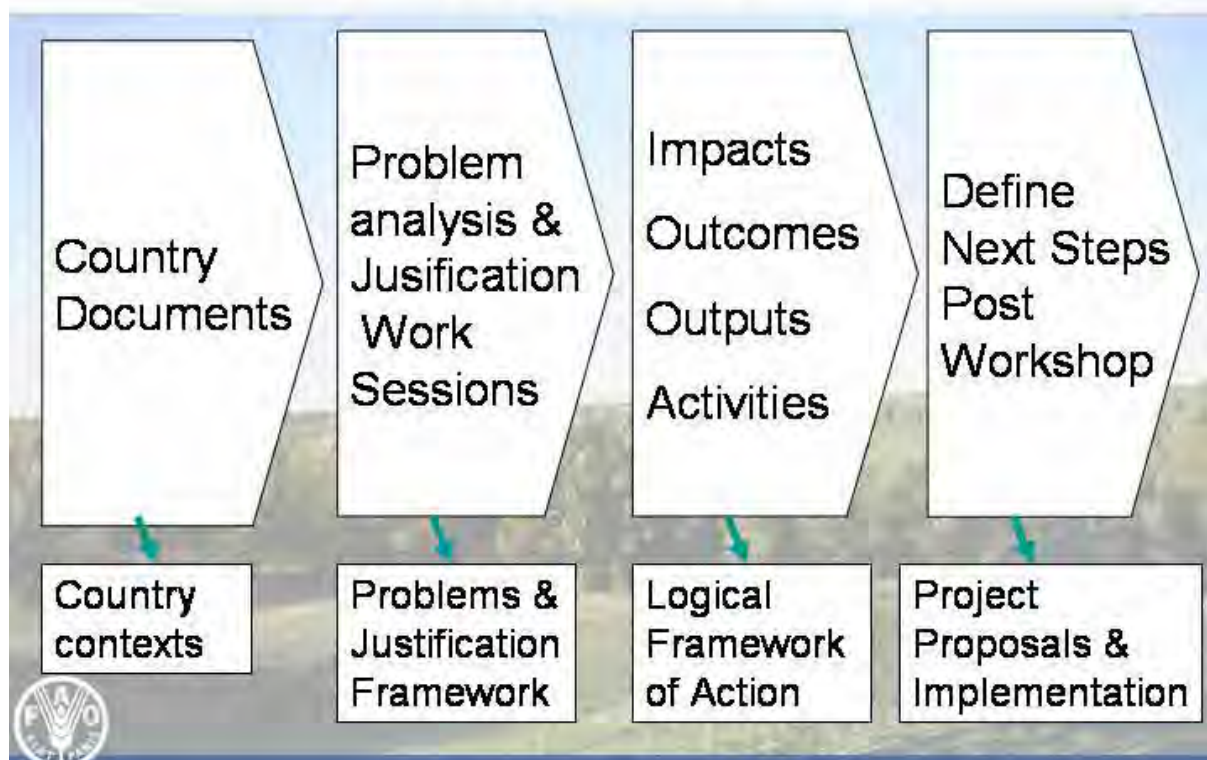
Rapporteurs to provide the Flip Chart and/or electronic summaries and tables to Michele Millanes, FAO Secretariat as soon as possible after preparation



## Guide for Working Sessions



## The Process Overall





## Organization of Working Sessions

- Elect a Chair
- Elect a Rapporteur
- Use Resource Persons (Italy, France, Belgium, Turkey, China )
- Guidelines for Chairs and Rapporteurs
- Use flip charts and/or computers to record key inputs
- As ideas firm, use Summary Tables provided:
  - Problems and Justification summary table
  - Logical Framework of Action
- Plenary presentations of Working Session Feedback
  - Interim results
  - Final results
- Agree upon follow up actions



## Process within context of Workshop

- Day 1:
  - Country questionnaires & present highlights
- Day 2:
  - Agree on approach & composition of Working Sessions
  - Identify Problems and background justification, complete Summary Table
  - Define Impacts, Outcomes, Outputs & Activities for a 5 yr Programme (policy, institutions, technical, other) and detail in Logical Framework Summary
  - Preliminary proposals to plenary
- Day 3 & 4:
  - View alternative research, growing & uses of P & Ws
  - Discuss policy, institutional, technical issues
  - Discuss social, environmental and economic impacts
  - Discuss benefits to the investors
- Day 5:
  - Complete the Logical Frameworks (incl. key stakeholders, indicators, assumptions, risks)
  - Final presentations of pilot proposals to plenary
  - Actions needed for follow up