



## *NFMA Expert Consultation November 26-28, 2008*

### **Guidelines to Chairs of Working groups session**

Chairpersons 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 each Working group Session
- 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 how to improve upon the NFMA programme
- Stimulate discussions on conclusions and recommendations based upon time remaining
- Sum up with concluding highlights

### **Guidelines for Rapporteurs**

Rapporteurs will prepare summary notes of key points that arise from the comments and discussions from the working group. These will be prepared into a summary of highlights in power point format for the plenary session, where they will be presented by the Rapporteur.

The summary of highlights will assist in preparing a finalized report on the proceedings of the expert consultation and serve to improve future NFMA operations.

Specifically, the Rapporteur is to:

- Record the Working Group Session Number and Title
- Take note of key points from the session
- Prepare an electronic summary of highlights (bullets, statements or paragraphs) to include:
  - Significant results as they relate to the topic
  - Issues/Constraints raised
  - Recommendations
- Present summary of conclusions in plenary session at the end of each working group session

Rapporteurs to provide the summary in electronic format to Dr Krister Andersson, EC Rapporteur as soon as possible after the presentation.