

### **Guidance tips for facilitators**

- Facilitators have responsibility for determining when and how often the Committee meets on an item and how much time is devoted to it, in consultation with the negotiators and the Bureau.
- It is the facilitator's responsibility to request/cancel meetings, manage the time for different stages of negotiations and communicate to the Committee on developments. It is important that the facilitator provides regular updates to the Bureau on the status of the deliberations.
- Facilitators are expected to be **proactive and problem solvers** in order to drive delegations – and the session - to a conclusion;
  - **Impartiality** of facilitators is key.
  - **Transparency** of the process is important.
  - Use **judgement** to read the room and then to guide the Committee.
- Facilitators should be approachable and responsive to delegations' requests.
- If feasible, try to meet/speak with key delegations before the first informal meeting, in order to discuss expectations / priorities.
- **Start meetings on time**, even if not all delegations present
  - As long as time of meeting is in PoW or well communicated, it is up to delegations to be present.
- Encourage delegations to omit long courtesy remarks in their introductions and go straight to the point of their intervention.
- **Informals – Q&A:**
  - Remind delegates to keep questions succinct and clear, out of respect for each others' and the Secretariats' time.
  - Set a firm deadline for questions in writing.
  - Encourage delegations to submit questions in writing in advance of Q&A.
  - Encourage delegations to put requests for data/tables in writing.
  - For delegations in the room that indicate they will submit in writing, follow up with them that day via email to request they submit ASAP.
  - Do not encourage too many questions in writing – this can result in delays to language deadlines and items progressing.

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\* This unofficial document was initially prepared and distributed by the Office of the Chair of the 73rd session, and subsequently updated by representatives of the following Bureau, in coordination with experienced coordinators and representatives of past and future Bureau.

- **1st & 2nd readings following Q&A:**
  - Ask the Secretariat ahead of time for advice on how to conduct this.
  - Bear in mind the importance of interpretation and therefore, the importance to reach this stage 15 minutes before the end of the slot.
  - Factor in the implication of the likelihood of not reaching this stage.
- Email the Committee following informals outlining the next steps and set a language deadline, subject to supplementary information. For bigger items, circulate roadmaps.
- Stay in touch with 5C Secretariat regarding the timing of supplementary information.
- **Circulating Rev.1 in advance:**
  - Since all delegations - in principle – can consider circulating the Rev.1 electronically after the language deadline and in advance of the first reading of language during the informal session, this will be done on a trial, ad hoc basis.
  - The intention is to make the language introduction process more efficient in light of time constraints and in order to allow discussions to move faster.
  - Delegations will be expected to engage in this practice in good faith (no language submission after Rev.1 is circulated) and having already examined the Rev.1 before coming to the room.

Steps for facilitators:

- (1) Before setting the deadline for language submission in the room, ask delegations whether they have any objection to circulating Rev.1 in advance.
- (2) If there is consensus that Rev.1 can be circulated in advance, this implies that all delegations are in a position to follow this practice for the item under consideration.
- (3) Emphasize that this is being implemented with the understanding that Delegations work in good faith and commit to submitting their language before the deadline. If for any reason delegations are unable to meet the deadline, they should communicate this to the facilitator prior to the language deadline. The Rev.1 circulated in advance of the informal session will compile the language submitted until the set deadline and no delegation will be allowed to submit language after that.
- (4) In case any delegation fails to commit to that by submitting language after Rev.1 has been circulated, then we go back to the standard practice. That is, the facilitator will withdraw the Rev.1 and give 24 hours to all delegations to submit their language - including new or revised language, in order to have a new Rev.1 that will be circulated in the room.
- (5) Before the expiration of the language deadline, facilitators should send an email to all delegations reminding them of the deadline and the intention to circulate the Rev.1, repeating all of the above in writing.

- **Language deadlines:**
  - Should be **ambitious, but also realistic**. If a deadline is particularly ambitious, suggest socialising the planned deadline with lead negotiators before announcing.
  - Try not to extend language deadlines.
  - Send reminder to the Committee the day before the deadline.
  
- **After language submission:**
  - Engage with Bureau members and Secretariat re scheduling of introduction of language.
  - Language should be brought to the room only in exceptional cases. It is very difficult to have a structured negotiation if language is distributed on various sheets of paper.
  - Once you have received language and go back to the room, for complex items, suggest putting language aside for a moment to try to encourage delegations to have a frank conversation about what kind of outcome they want, and then focus on the language.
  - **Keep the pressure on**. Speak with delegations to encourage them to keep speaking to each other and progressing the item outside the room. Follow up with emails, messages and phone calls. Try to identify areas for streamlining or possible areas of consensus.
  - Keep in touch with delegations about if/when another slot is needed and convey this in a timely manner to your bureau member. This helps avoiding the cancellation of unnecessary slots at last minute.
  - You are **responsible for seeing an issue through to its conclusion**. It may be difficult at times, but you should **play an active role** in trying to get the Committee to reach consensus, including in the final stages.
  
- It is helpful to know what is happening in related items to better understand the Committee's priorities at any given time, so stay in touch with other facilitators and your Bureau member.
  
- **Try to meet during working hours**. It is helpful to understand the importance of resting and sleep in terms of moving an issue forward. Some problematic issues are best resolved in a time-crunch, others need longer amounts of time and dedication of delegations for a workable solution to be uncovered.
  
- **Flag any 'roadblocks' with Bureau/Chair as soon as possible**
  - Need to know early if any sticking points and possible delays, and why there are delays.
  
- Note that **at the end of the negotiations** you will have to **review the final resolution** to make sure it reflects correctly the Committee's decision – the Secretariat will contact you.