



## **United Nations Committee of Experts on Public Administration Thirteenth Session, 7-11 April 2014**

United Nations Headquarters, New York

### ***ROLES OF KEY PARTICIPANTS***

#### **The Session Chairperson**

- This role is assigned to one of the CEPA members.
- She/he acts as the moderator of the debate for each Agenda Item(s)/Session(s)
- She/he should introduce the topic(s) of the session and present the speaker(s) without exceeding a maximum of five minutes.
- The Chairperson should clearly convey that there is a maximum time frame of four minutes for CEPA Member interventions and two minutes for observers' interventions.
- She/he should encourage extensive and conclusive debate up until 30 minutes to the allotted time.
- At this point, the Rapporteur summarizes the debate and reverts back to the Chairperson to end the session.
- She/he will close the session after the summary presentation by the Rapporteur.
- The Chairperson will be invited to review the draft CEPA Report and give comments on his / her respective session.

#### **The Rapporteur**

- This role is assigned to one of the CEPA members.
- The Rapporteur's work should be aided by the Speaker(s)' summaries.
- CEPA Members who have interventions may provide a summary of their interventions to the Rapporteur to further enhance her/his work.
- For each Agenda Item/Session, the Rapporteur summarizes the discussion and reverts back to the Chairperson to close the session.
- The Rapporteur is expected to prepare and review the draft CEPA Report with the support of the Secretariat.
- The Rapporteur will also be assisted by Friends of Rapporteur who are staff members of the Secretariat.

### **The Speaker(s)/ Presenter(s)**

- This role is assigned to one of the CEPA members.
- Each Agenda Item(s)/Session(s) will have 1-2 main speaker(s)/presenter(s), whose task will be to present and develop the main subjects of the paper prepared for the session without exceeding a maximum of 30 minutes.
- At the end of the session the speakers(s)/presenter(s) may provide additional comments to clear any possible doubts or objections of CEPA Members.
- The Speakers(s)/presenter(s) must provide their power point presentation and a written summary of their presentation in advance to the Secretariat for preparation of the draft CEPA Report.
- The Speaker(s)/presenter(s) will be invited to review the draft CEPA Report and give comments on his/her respective session.

### **The Discussant(s)**

- This role is assigned to one of the CEPA members.
- Their role is to react to the presentation made by the main speaker so as to generate meaningful debate and add valuable expert views and experiences to the subject matter. This should not exceed ten minutes. In preparation for this, she/he will refer to the paper, presentation and/or a written summary provided by the presenter beforehand.
- The discussant(s) will be invited to review the draft CEPA Report and give comments on his/her respective session.

### **Interventions by CEPA Members**

- It is suggested that each CEPA Member intervention be limited to a maximum timeframe of four minutes.
- It is recommended CEPA Members to not only provide intellectual inputs, but include practical solutions that can be presented as concrete conclusions or and recommendations for consideration by ECOSOC.

### **Interventions by Observers**

- An observer attends the conference and follows the proceedings as they unfold.
- She/he may be a representative of a governmental or non-governmental organisation with a focus in the area of governance and public administration. .
- It is not expected of them to make interventions, but, time allowing, they may be given an opportunity to do so. Their interventions are solely at the discretion of the Session Chairperson.
- They are not entitled to make comments on the draft CEPA Report.