



# The Global Summit on Civil Registration and Vital Statistics

18-19 April 2013 | Plaza Athenee Hotel

Bangkok, Thailand | [www.globalsummitoncrvs.org](http://www.globalsummitoncrvs.org)

## FINAL Session Guidelines

### **Programme information:**

- The programme is very dense; therefore keeping to the schedule is crucial. It is the responsibility of the Chair to keep time during the session. Please ensure your session finishes on time.
- Each speaker will need to keep to a limited period of time. Please take a look at the speaking time allocated to Chairs, Presenters and Rapporteurs in the table annexed to this document.
- Please note that some sessions do not have a Rapporteur. In these cases, the Chair may decide to provide an oral summary of the session in the final 2 to 5 minutes if, necessary.
- The Global Summit on CRVS is not intended to be a seminar or lecture – it aims to generate discussions in order to achieve its 4 objectives (see right) and possibly feed into the outcome document.
- PowerPoints may only be used for certain speaking slots (please see the annexed table).

### **Summit Objectives**

1. Galvanize multi-stakeholder support to CRVS as a priority development agenda.
2. Demonstrate the value of regional platforms to support country progress on CRVS systems strengthening and share lessons learned.
3. Explore innovations in CRVS systems and their potential for scaling up.
4. Agree on the priority actions moving forward for development partners involved in CRVS, through a Bangkok Call to Action, outlining an action plan for strengthening country CRVS systems.

### **Before the meeting:**

- Chairpersons should familiarize themselves with their fellow participants and session topics in advance. Chairpersons are also encouraged to prepare questions they may wish to ask Speakers or the audience that are pertinent to the session and topics being discussed.
- Please make sure that you meet your speakers and ensure they are ready for the session in good time.
- Chairpersons may also request speakers to submit notes or PowerPoint slides in advance or to have an informal meeting with the speakers. This is up to the individual Chairpersons.

### **Before the session:**

- For parallel sessions, the Chairperson should arrive in the meeting room 5 minutes prior to the beginning of the session.

- Before opening the session, the Chairperson should verify that all the speakers and the Rapporteur (if there is one) are present and remind the speakers of the time limits that are imposed on them.

### ***During the session:***

- At the beginning of the session, the Chairpersons should introduce themselves to the audience, explain the order of speakers and introduce them by name, title, organization and country. Speakers should not need to introduce themselves.
- Because of the time constraint, the Chairperson should allow all speakers to complete before opening to the floor for questions. The Chairperson should inform the Speakers and audience.
- The Chairperson should make a general introduction to the session, covering the objectives and other pertinent introductory information for the discussion. The Chairperson should **not** assume that everyone is familiar with the topic already; the audience includes people with a wide variety of expertise and professional experience.
- The Chairperson should signal to the presenters when his or her time is almost over.
- In order to keep the whole session to schedule the Chairperson is requested to cut short presenters who over-run the allotted time.
- Ample opportunity should be given to country questions and comments. Try and encourage contributions from countries as far as possible.
- The Chairperson should request that comments from the floor be concise.
- The Chairperson is encouraged to stimulate discussions by asking the speakers their own questions. If there are questions or interventions from the audience, ask those speaking to give their name and affiliation; interrupt them to do so if they forget.
- If there is too long an awkward silence, the Chairperson should have one or two questions to ask, but should be patient and don't rush in. If questions and contributions turn into mini-presentations it is your responsibility to interrupt. Try to draw out themes and encourage some sustained dialogue around the room throughout the session; make use of the presenters and commentators, inviting them to respond to queries or other interventions from the floor.
- If there are no comments from the floor, finish the session before time, which will allow for other sessions that may need more time.

### ***Speaker Notes***

- Each speaker will need to keep to a limited period of time. Please take a look at the speaking time allocated to you in the table annexed to this document.
- Speakers are responsible for provoking discussion through their presentations, thus adequate time must be set aside for discussion with the audience or among the speakers.
- Speakers should prepare their notes well in advance (and PowerPoint slides if in a session where these are allowed). Speakers are also encouraged to prepare points they wish to propose for discussion.
- . Speakers should not need to introduce themselves.

- **PowerPoints must be submitted to the organizers at [crvsglobalsummit@who.int](mailto:crvsglobalsummit@who.int) by 12 April.**

***Rapporteur Notes:***

- Rapporteurs will play a vital role in noting the key points of discussion and in particular feeding input to the drafting group.
- Rapporteur notes should provide a brief overview of the panel and the key points raised by speakers and from the floor.
- At the end of the session notes, Rapporteurs should provide dot points to be considered by the drafting group and email the summary to Carla Abouzhar [abouzahr.carla@gmail.com](mailto:abouzahr.carla@gmail.com).

## Annex

### Session 1: Setting the scene

**\*PowerPoints allowed – maximum of 3 slides without too much text including the title slide\***

Chairperson's introduction of topic and speakers	3 minutes
Each presenter (4)	12 minutes
Each commentator (2)	5 minutes
<b><i>A balance of time between the subsequent discussion among presenters and commentators, and the discussion with the floor.</i></b>	~10 minutes
Chairperson's concluding remarks	5 minutes

### Session 2: The different perspectives of CRVS

Chairperson's introduction of topic and speakers	5 minutes
Each panelist (5)	7 minutes
<b><i>A balance of time between the subsequent discussion among panel members and the discussion with the floor</i></b>	~45 minutes
Chairperson's concluding remarks	5 minutes

### Session 3: Moving forward

Chairperson's introduction of topic and speakers	5 minutes
Presenter	15 minutes
Chairperson will then go around the room and, according to the listed categories in the programme, ask representatives from each category to name how they can contribute to moving the CRVS agenda forward. Ideally there will also be some time for general discussion.	~1 hour
Chairperson's concluding remarks	5 minutes

### Session 4a: Showcasing country progress

**\*PowerPoints allowed – maximum of 3 slides without too much text including the title slide\***

Chairperson's introduction of topic and speakers	3 minutes
Each presenter (7)	5 minutes
<b><i>A balance of time between the subsequent discussion among presenters and discussion with the floor.</i></b>	~45 minutes
Rapporteur's summary	5 minutes

### Session 4b: Innovations in health to support CRVS

**\*PowerPoints allowed – maximum of 3 slides without too much text including the title slide\***

Chairperson's introduction of topic and speakers	3 minutes
Each presenter (6)	5 minutes
<b><i>A balance of time between the subsequent discussion among presenters and discussion with the floor.</i></b>	~50 minutes
Rapporteur's summary	5 minutes

**Session 5a: Policy uses of CRVS****\*PowerPoints allowed – maximum of 3 slides without too much text including the title slide\***

Chairperson's introduction of topic and speakers	3 minutes
Each presenter (5)	7 minutes
<b><i>A balance of time between the subsequent discussion among presenters and discussion with the floor.</i></b>	~45 minutes
Rapporteur's summary	5 minutes

**Session 5b: Improving CRVS coverage: Case studies****\*PowerPoints allowed – maximum of 3 slides without too much text including the title slide\***

Chairperson's introduction of topic and speakers	3 minutes
Each presenter (6)	7 minutes
<b><i>A balance of time between the subsequent discussion among presenters and discussion with the floor.</i></b>	~40 minutes
Rapporteur's summary	5 minutes

**Session 6: Feedback from parallel sessions**

Chairperson's introductory remarks	3 minutes
Each Rapporteur's summary; except from the Drafting Group (4)	7 minutes
<b><i>Opportunity for questions or discussions based on the Rapporteurs summaries.</i></b>	~25 minutes
Chairperson's concluding remarks	2 minutes

**Session 7: Stakeholder engagement**

Chairperson's introduction of topic and speakers	3 minutes
Each presenter (5)	7 minutes
<b><i>A balance of time between the subsequent discussion among presenters and discussion with the floor.</i></b>	~45 minutes
Rapporteur's summary	5 minutes

**Session 8: The Bangkok Call to Action****\*Bangkok Call to Action on screen\***

Chairperson's introductory remarks	5 minutes
Drafting Group Rapporteur	10 minutes
<b><i>Discussion about the contents of the Bangkok Call to Action (hard copy should have been passed around).</i></b>	~1 hour
Rapporteur's summary	5 minutes
Chairperson's concluding remarks	5 minutes