

UNDP 50th Anniversary Ministerial Meeting

UN General Assembly Hall, New York, 24 February 2016



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Informal Briefing Sessions Q & A with Permanent Missions

1. What are the seating arrangements for the Ministerial Meeting?

The Ministerial Meeting consists of plenary and thematic breakout sessions. In the *plenary* sessions, held in the General Assembly Hall, seating for panelists will be Davos-Style, with six chairs on a stage. The six panelists will make interventions from their seats, not from the lectern. Seating in the thematic *breakout* sessions in the assigned conference rooms will be in a roundtable. Please see [meeting agenda](#) for room allocation.

2. How will the thematic breakouts sessions flow?

Each session will be led by a professional moderator who will introduce the panelists/speakers and provide a very brief background on the topic before giving the floor to panelists/speakers, starting with the Chair. The aim is to generate an interactive Davos-style discussion while keeping interventions to the allotted time – strictly 2-3 minutes per speaker. Information briefings have been organized detailing how the session will run. Guidance is available through UNDP Session Coordinators allocated for each session who can be contacted through undp50.ministerial.meeting@undp.org.

3. Which Ministers/Member States will speak?

The list is being finalized as confirmations come in, more information is available upon request.

4. How were panelist and speaking slots determined?

Regional distribution, seniority, gender balance and countries' expressed topics of interest have been taken into account in deciding speaking slot allocations, in consultation with member states as far as possible.

5. Why are speaking slots limited to 2-3 minutes?

This restriction is essential to ensure that each Minister will have an opportunity to speak, in view of the limited duration of the meeting and the high number of Ministers who have confirmed their attendance. We urge Permanent Missions to inform their capitals as soon as possible of the format of the sessions, in particular of the time constraints, in order to manage expectations of the nature of the discussions.

6. Will there be a way to submit written statements?

To supplement Minister's short oral remarks during the sessions, fuller written statements can be submitted through the PaperSmart online portal. For further details, please see the [Information Note for Delegations](#).

7. How will questions be posed to Ministers?

Professional Moderators will manage each session. They will introduce the topic and guiding questions. Ministers will decide which questions they would like to focus on, within the three-minute time limit.

8. Will the discussions be broadcast and will there be media?

Media will be present in the plenary sessions; and in the breakout rooms as space allows. All plenary and breakout sessions will be webcast via webtv.un.org.

9. How many panelists/speakers are expected in each thematic breakout session?

About 15 Ministers are expected to speak in each thematic breakout session.

10. How many people of delegations can attend the breakout sessions?

Space constraints support 1+2 attendees per delegation in the breakout conference rooms.

11. Are Ministers expected to answer all the suggested questions in their session?

Ministers can decide to address any of the guiding questions they choose, within the three-minute time limit.

12. Should we plan other interventions for the Minister?

The Moderators will be encouraged to try to keep time for additional speakers to participate after the assigned Ministers have spoken. But the overall time constraints are very tight, so this cannot be guaranteed.

13. In case the minister can't attend, can the floor still be given to someone at different level?

The intention is for the moderator to open up the discussion once all ministers have spoken, as much as time allows.

14. Can guidance be provided by the Permanent Missions on preferred questions to be asked?

It is possible, but certainly not necessary, to suggest preferred questions to guide the sessions.

15. What are the Guiding Questions of the session?

Please see the Session Outlines with session description and guiding questions per each of the four breakout sessions on the website at 50.undp.org/meeting.

16. Will translation be provided, including in the thematic sessions?

Yes, in all official UN languages. Any delegation that requires translation to be available in another language should contact undp50.ministerial.meeting@undp.org as soon as possible to explore what might be possible.

17. Are there security requirements, e.g. a special pass to access the breakout room?

Permanent missions are expected to obtain the appropriate UN access pass, following standard procedures. The same standard procedure applies to Permanent Mission staff, i.e. no special access passes are required. See also the [Information Note for Delegations](#).

18. Will there be keynote speeches?

There are no keynote speeches in the plenary or the breakout sessions. There will be one keynote speech during the Ministerial Lunch for Heads of Delegations.

19. What are the roles of the moderator and chair?

The moderator will manage the overall flow of the discussions and 'time manage' the speaking interventions. The chair will be the first speaker after the moderator. The four breakout sessions Chairs will report back the session highlights in the plenary session from 3 – 3.30pm.

20. Where can one find more information?

For further information - including agenda, background document, session outlines and the [Information Note for Delegations](#) on logistical information - please see 50.undp.org/meeting. The meeting organizing team can be contacted at undp50.ministerial.meeting@undp.org.