



Guidelines for Chairs and Speakers

Banking on Development

Public-Private Roundtable, Geneva, 28-29 February 2008

This document is a guide for participants with assigned roles at our Public-Private Roundtable. It contains a short overview of the nature and aim of the event and brief descriptions of the roles of the chairs, small-group moderators and presenters. Please contact Felix (Felix.Zimmermann@oecd.org) or Preeti (Preeti.Sinha@weforum.org) if you have any questions.

1. The nature and aim of the Roundtable

The Roundtable has been conceived as an informal event, at which senior officials from the public and private sectors can exchange ideas and experiences on innovative development finance. The Roundtable also has a clear aim: to generate policy messages on how public and private actors can work together to catalyse more, and more effective, development finance. The [Annotated Agenda](#) contains more information on the discussion topics and the background for the event.

In order to foster an informal atmosphere, we encourage participants to express themselves not only as representatives of their various institutions, but also in their personal capacity as experts on development finance. We have included a number of small-group discussions in the Agenda, allowing for more focused discussion among particular groups of actor. Finally, as you will see below, we are asking speakers to keep their interventions brief, and to avoid powerpoint presentations: this will leave more time for creative dialogue.

2. Session II

Speakers will have **8 minutes each** to share their perspectives on the development dimension of private investment flows, in line with the questions set out in the [Annotated Agenda](#). This short time should not prevent them from participating actively in the ensuing discussion.

The **Chair** will keep time, ensuring that discussions after the presentations are both inclusive and focused on the questions set out in the Agenda. Before the Session ends, the Chair will sum up briefly the main messages that have come up from discussions.

3. Small Group Discussions on Day One

Speakers: Since the small groups are designed to encourage open discussions, we ask speakers to limit their introductory remarks to **no more than 6 minutes each**. In line with the questions set out in the Agenda, speakers are encouraged to focus not only on descriptions of their activities in the field of development finance, but on lessons about innovation and good practice.

Moderators will briefly introduce the questions in the Agenda and guide a general round of introductions. Following this, they will ensure that discussions remain on time, are inclusive and focused on the questions set out in the agenda. They will prepare a short report (**5 minutes**) for Session III, focusing on the three main recommendations that have emerged from discussions. They are welcome to draw on other participants for help in compiling the report.

4. Session III (small group reports)

Small Group Moderators: The Session will begin with short reports (**5 minutes**) by the moderators of each of the four small groups.

Discussants: Following the small group reports, discussants will have **8 minutes** each to react to messages of the small group reports.

The **Chair** will keep time, ensuring that discussions after the presentations are both inclusive and focused on the questions set out in the Agenda. Before the Session ends, the Chair will sum up briefly the main messages that have come up from discussions.

5. Session IV

Session IV will begin following a brief summary of discussions on Day One.

Speakers in the Session will have **8 minutes each** to share their perspectives on the role of donor agencies in catalysing private investment flows, in line with the questions set out in the [Annotated Agenda](#). The presentations should set the scene for the ensuing small-group discussions, which will focus on multilateral and bilateral agencies respectively.

As in other sessions, the **Chair** will keep time, ensuring that discussions after the presentations are both inclusive and focused on the questions set out in the Agenda. Before the Session ends, the Chair will sum up briefly the main messages that have come up from discussions.

6. Small Group Discussions on Day Two

Speakers: Since there are several panellists in the small groups, and the groups are designed to encourage open discussions, we ask panellists to limit their introductory remarks to **no more than 5/6 minutes each**. In line with the questions in the Agenda, they are encouraged to focus not only on descriptions of their activities in the field of development finance, but on lessons about best practice on innovation.

Moderators will briefly introduce the questions in the Agenda and guide a general round of introductions. Following this, they will ensure that discussions remain on time, are inclusive and focused on the questions set out in the agenda. They will prepare a short report (**5 minutes**) for Session V, focusing on the three main recommendations that have emerged from discussions. They are welcome to draw on other participants for help in compiling the report.

7. Session V (small group reports)

Small Group Moderators: The Session will begin with short reports (**5 minutes**) by the moderators of each of the four small groups.

Discussants: Following the small group reports, discussants will have **8 minutes** each to react to messages of the small group reports, and to reflect on how these messages might, in their view, be carried forward to the Doha Conference on Financing for Development, to be held in Doha on 29 November – 2 December.

The **Chair** will keep time, ensuring that discussions are inclusive and focused on developing messages for the Doha Conference. Before the Session ends, the Chair will sum up the main messages that have come up from discussions.