

Campaign 2000 for the Asian and Pacific Decade of Disabled Persons

Parallel round-table sessions, 13-14 December 2000

Terms of Reference for Facilitators

In Campaign 2000, there will be 16 parallel round table session:

Sessions 1-8: "12 areas of the Agenda for Action for the Asian and Pacific Decade of Disabled Persons" on 13 December 2000.

Sessions 9-16: "Emerging issues concerning equalization of opportunities of people with disabilities" on 14 December 2000

Prior to the session:

1. On their preparations, facilitators will be provided with those papers received by the secretariat as of 31 October 2000 for presentation at the session. Facilitators for Session 1-8 should familiarize themselves with the specific revised targets for the implementation of the Agenda for Action that are directly related to the session. For example, facilitators for Session 5 on training and employment should be well versed with the 14 targets on the issue. The facilitators and speakers in a session will be provided with contact details (e-mail address, fax number and telephone number), so that they can contact each other before coming to the session to discuss how to conduct the session. They should meet before the session, preferably on 11 or 12 December, but latest at 1700 hours on 12 December, after Plenary Session II on Accessibility, which is the time designated for all facilitators, speakers and session participants to meet.
2. Facilitators will work as a team of 2 to 4 members in each session. The role of each facilitator should be discussed and defined among team members. For example, each team should decide who will lead the discussion, who will be responsible for time-keeping and setting up the session venue. Each team will also coordinate with the ESCAP secretariat for arrangements for the necessary equipment, stationary and flip charts, and recording of the discussion highlights and conclusions. A disabled person should be encouraged to co-lead the discussion.

During the session:

3. The parallel round-table segment consists of three sessions: (Session 1: 0900-1030; Session 2: 1100-1230; and Session 3: 1330-1500), total assigned time of 4 and ½ hours. The facilitators should balance the time for each topic that the session should cover, e.g., round-table session 3 should cover 3 major topics (accessibility, communication and assistive devices.) The report of the session will be presented at the plenary session (report of parallel round tables) after Session 3. The facilitators are responsible for preparing a summary of the discussion highlights and conclusions for presentation at the plenary session.

The second half of Session 3 should be devoted to the preparation of the session report.

4. You may start a session with a brief self-introduction.
5. Each session has pre-registered speakers. Adequate time should be allocated for them. Each speaker should be allowed to speak for **not more than 10 minutes**. Strict time management should be observed so that all Decade targets and the key issues are covered with useful conclusions agreed upon for plenary presentation.
6. Try to discuss and document activities that participants have undertaken to respond to a specific target. Try to draw from the participants **good practices** which highlight the achievement of the relevant revised targets for the implementation of the Agenda for Action for the Asian and Pacific Decade of Disabled Persons.
7. Do not allow a few persons to dominate discussion. Careful measures should be taken to draw opinions from those who are not forthcoming but who may have unique experience and knowledge on the subject. The best way to encourage everyone to talk is by requesting his/her contribution directly. Discourage side discussions by inviting participants to share their views with the group.
8. Value all the contributions, even if they seem off the point. Ask appropriate questions to steer the course, and sometimes provide a brief summary to keep the discussion on course.
9. Encourage contributions which are specific and concrete and which move from 'barriers' to 'possibilities'. Generate enthusiasm by being enthusiastic, alert and positive.

After the session:

10. Prepare a report that contains only the main discussion highlights and conclusions for presentation in plenary (no more than 5 minutes per presentation). The report is to be presented by a facilitator among the team. Other team members should extend full support to the presenter.
11. After the presentation, please hand in the report to Mr Yutaka Takamine.