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ECONOMIC COMMISSION FOR AFRICA

Fifth Session of the Committee on
Development Information (CODI-V)

Addis Ababa, Ethiopia
29 April to 6 May 2007

Guidelines for Chairpersons, Speakers, Panelists, Rapporteurs, Drafters, Delegates and Observers

I. General Information

1.   The Committee on Development Information (CODI) is one of the seven statutory committees established by the Conference of Ministers of the Economic Commission for Africa (ECA) in May 1997. That reform made the joint Conference of African Planners, Statisticians, Population and Information specialists, and of the United Nations Regional Cartographic Conference for Africa part of CODI.

2.   CODI is a technical policy body composed mainly of national policy makers in the various aspects of development information including statistics, libraries, knowledge systems, intellectual property, specialized information services, computing and telecommunications services and regulation, e-government, e-policies, databases, internet governance, and mapping and related geo-information.

3.   The mandate of the Committee includes:

   a) Promoting the growth of an information society in Africa;
   b) Advising on measures to improve all aspects of statistical development in member States;
   c) Advising on the building, maintenance and dissemination of regional development databases, including bibliographic, textual and spatial databases;
   d) Promoting the development and utilization of geographic information technologies as decision support tools for the socio-economic development of member States;
   e) Fostering regional cooperation and integration among members States; and
   f) Sharing experiences and knowledge on the development and implementation of action plans for achieving internationally agreed development goals including NEPAD, Millennium Development Goals (MDG) and the commitments at the World Summit on the Information Society (WSIS).

4.   The Committee meets every two years in accordance with Resolution 826 (XXXII), adopted at the aforementioned ministerial conference. CODI-V will conduct its technical deliberations under four subcommittees, namely:

   a) Sub-Committee on Information and Communications Technologies (CODI-ICT);
   b) Sub-Committee on Geo-information (CODI-GEO);
   c) Sub-Committee on Knowledge, Libraries and Information Services in Development (CODI-KLIS), and
   d) Sub-Committee on Statistics (CODI-STAT).

II. Theme and Sub-themes of CODI-V

5.   The theme of CODI-V is "**Employment and the Knowledge Economy in Africa.**"
Reports and discussions will focus on the following sub-themes:

   a) ICT and the knowledge economy: innovation, productivity and expansion of opportunities for entrepreneurship and employment.
   b) Enhancement of employability through access to information and knowledge in libraries and other information services.
   c) Geo-information dimensions of employment policy-making in the knowledge economy.

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d) Employment and the knowledge economy: definitions, indicators, and measurement challenges; and

e) Employment in the information sectors, including ICT industries, geomatics and information services.

III. Objectives of CODI-V

6.   The main objectives of CODI-V are:

a) To clarify the inter-relationship between the above-mentioned information concepts and provide the analysis of issues and strategies related to employment and growth in the knowledge economy.

b) To elaborate the policy implications and recommend possible policy and advocacy steps that Member States, the Commission and other stakeholders could take to boost employment opportunities in the emerging information society and the knowledge economy;

c) To review the progress made in the implementation of the recommendations of CODI-IV; and

d) To provide a forum for Member States to share knowledge and information on policies and strategies for increasing the rate of employment in the global knowledge economy.

IV. Contents of the Report of CODI-V

7.   With the above background and specific objectives in mind, the report of CODI-V, which will be addressed to the Conference of Ministers of the Economic Commission for Africa, shall contain:

a) Specific recommendations for action to be taken by governments and intergovernmental organizations to enhance the contributions of statistics, libraries, geo-information, and information and communications technologies towards the generation of employment and growth in the knowledge economy;

b) Actions to be taken by non-governmental and civil society organizations towards developing and harnessing the identified information resources to employment and growth;

c) Re-orientation necessary to enhance the contributions of academic and research institutions to employment creation and growth;

d) Recommendations of activities to be taken by ECA to stimulate greater policy changes in member States on the use of information and knowledge as catalyst for boosting employment and growth; and

e) Appraisal of progress made by member States and by ECA in the implementation of the recommendations of CODI-IV.

V. Election of officials

8.   At the beginning of the session, the committee shall elect a chairperson, two vice-chairpersons and two rapporteurs. Each subcommittee will appoint a chairperson, a vice-chairperson and a rapporteur.

VI. The Role of chairpersons of the Committee and Sub-Committees

9.   Chairpersons preside over meetings of the session and see to it that the session achieves its objective. Specifically, chairpersons:

a) Ensure that presenters keep to allotted time;
b) Facilitate broad participation among delegates and observers;
c) Ensure that interventions are relevant to the topics under discussion; and
d) Sum up presentations and discussions at the end of each meeting in such a way as to facilitate final reporting and recommendations.

VII. The Role of rapporteurs

10.   Rapporteurs play a key role in producing a suitable report for CODI-V. Therefore they keep in mind the overall objectives of CODI, the specific objectives of CODI-V and the proposed contents of the report. Each meeting should have two rapporteurs: one Anglophone and one francophone. They should concentrate on their own languages, with the language of session presentation determining the lead role of a rapporteur.

VIII. Specifically, rapporteurs:

a) Take the format and content of the final report in mind to record the proceedings and presentations (not just bullet points) and ensure that they are word-processed in a timely fashion;
b) Collect and submit the speakers' presentations along with the notes they have made;
c) Integrate their notes immediately after a set of presentations and submit to the secretariat within two hours of a set of presentations; and
d) Identify recommendations to be included in the report.

IX. The general rapporteur:

a) Coordinates the work of rapporteurs and drafters;
b) Ensures that key inputs and recommendations are integrated and translated as quickly as possible;
c) Ensures the integrity and correctness of the content of the final report, answers any queries and cross-checks facts; and
d) Takes the responsibility of ensuring that the final report is edited and translated within 5 hours of the last presentation;

X. The Drafters:

a) Run the secretariat of the meetings of the session and will assist the rapporteurs to ensure that the reports are produced according to United Nations standards;
b) Bearing the final report in mind, integrate notes and salient contents of speakers' presentations and any other inputs;
c) Are expected to be present and available at all times to work on the submitted notes and drafts; and
d) Are responsible for timely delivery of the key recommendations and key resolutions for translation before submission to the closing session.

11.   To facilitate the coordination of the work of chairpersons, vice-chairpersons, rapporteurs and drafters coordination meetings shall be held every morning before the first presentation, and every evening after the last presentation.

XI.   The Role of the Keynote Speaker

12.   The keynote speaker will deliver an address on employment and the knowledge economy. The speech which sets the tone for CODI-V, will pose pertinent questions, outline the main challenges, point to best practices, and proffer policy and strategic options. Specifically, the keynote speaker shall:

a) Prepare a background paper discussing employment and the knowledge economy challenges for Africa with an executive summary of no more than sixteen (16) pages;
b) Present a summary of the paper in 20 minutes during the opening session of the meeting; and
c) Participate in discussions during the opening session, the plenary sessions, and in the meetings of preferred sub-committee(s).

XII.   The Role of Respondents

13.   Each respondent is expected to:

a) Read the background paper prepared by the keynote speaker, which shall be provided beforehand;
b) Prepare a concise paper of up to sixteen (16) pages which dwells on one or more sub-themes of the session and responds to the issues and challenges raised in the keynote paper, outlining how a particular disciplinary approach will contribute towards bringing about improvements in employment and economic growth;
c) Make a 10-minute oral presentation during the opening session based on (b) above; and
d) Participate in discussions during the opening session, the plenary sessions and be a resource person in meetings of a sub-committee.

XIII.   The Role of Session Panelists

14.   Presentations have been programmed for plenary and some sub-committee meetings. These presentations are designed to provide background material to lead into the discussions on the sub-themes or topics of the session. The presenters of these papers are expected to:

a) Prepare a paper of about sixteen (16) pages;
b) Make a 10-minute oral presentation on the assigned topic; and
c) Participate in discussions following the presentation and in other meetings of the session.

XIV.   The Role of Official Delegates

15.   Every member State should be represented by an official delegation comprising statisticians, computing and telecommunications policy specialists, information and geo-information specialists, librarians and other policy makers working on access to information and knowledge for development. In addition to government officials, member States are encouraged to include in their delegations, representatives of user organizations, research institutes, institutions of higher learning, and the private sector.

Delegates are expected to:

a) Familiarize themselves with the mandates of CODI as contained in its terms of reference;
b) Provide feedback and suggestions to the secretariat during the planning stages of CODI meetings;
c) Prepare and submit reports on how their countries harness information and knowledge for development;
d) Attend the plenary and the subcommittee meetings and contribute to the discussions;
e) Present their countries' official positions on topics discussed during the sessions; and
f) Report back to their countries on the outcome of the meeting, especially on action plans proposed for member States.

XV. The Role of Observers

16.   It is recognized that there are stakeholders in the work of CODI outside government agencies in member States. Provision is therefore made for the participation of delegates from inter-governmental organizations, academic institutions, research centres, agencies of the UN and non-governmental organizations as observers.

Observers are expected to:

a) Provide feedback and suggestions to the secretariat during the planning stages of CODI sessions;
b) Observes from ECA member States to provide advice in their areas of expertise to members of government delegations during the preparation for CODI and during the meetings;
c) Attend the plenary and the subcommittee meetings and make technical inputs to the discussions;
d) Present the official positions of their agencies on topics discussed during the sessions;
e) Report back to their agencies and organizations they represent on outcomes of the meeting, especially on action plans proposed; and
f) Assist in the implementation of the recommended programmes in Africa.