



**Working Group on the issue of human rights and transnational corporations
and other business enterprises**

African Regional Forum on Business and Human Rights

16-18 September 2014

United Nations Conference Centre, Addis Ababa (Ethiopia)

RULES OF PROCEDURE AND SESSION MODALITIES

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General guidance for the format of plenary and parallel panel sessions

The session chair/moderator will introduce the panel and manage the discussion, including opening the session for interventions from the floor following initial statements by the panelists. The sessions will be structured so as to provide as much time for discussion as possible. Except for the opening and closing plenary sessions, all thematic focused panels will follow the same structure:

- 5 minutes for introductions by the chair/moderator.
- 7 minutes for each of the panelists for introductory remarks.
- 30-45 minutes for brief comments and questions from participants (max 2-3 minutes).
- 15 minutes for brief comments by panelists and wrap-up by the chair.

***If using PowerPoint and other visual presentations, please send an electronic copy to the Secretariat by 12 September, and please bear in mind the time restrictions.*

Opening and closing sessions

There will be no opportunity for interventions from the floor during the opening session on 17 September and during the closing session on 18 September.

Side events

Side events are self-organized and the rules of procedure for each side event will be decided by the organizers. PowerPoint will be available in the side event rooms, upon request.

Participation

The moderator will strive for balanced representation of stakeholder groups on a rotational basis, subject to the time available and the number of participants wishing to take the floor. Requests to speak may not be guaranteed. The session moderator reserves the right to use their discretion in the management of the floor interventions in order to enable as many stakeholders as possible to participate in the dialogue and to ensure a balanced debate.

Participants should clearly state their name and organizational affiliation and keep their comments short (no more than 2 minutes at most, including for State delegations) and pertinent to the topic of the session. All participants should ensure that a sense of respect and tolerance permeates the discussion.

Participants are kindly asked to avoid reading from prepared written statements, documents or published texts in order to stimulate dynamic discussions.

Note: Side events may follow a different format, as they are self-organized.

Seating arrangements

Given the very large number of registered participants, there will be free seating. Name plates will be available, and participants should collect them at the gate of the conference halls and insert them at the place prepared in front of them.

A certain number of seats will be reserved for speakers and high-level participants.