



**Organization for Security
and Co-operation in Europe**



**REPUBLIC OF SLOVENIA
MINISTRY OF FOREIGN AFFAIRS**

Seminar on Gender-Sensitive Labour Migration Policies

Brdo, 16-17 February 2009

**Venue: Brdo Congress Centre
Slovenia**

Information for Moderators

Dear Sir / Madam,

We are looking forward to welcoming you in Brdo at the Seminar on Gender-Sensitive Labour Migration Policies.

We would like to draw your attention to some matters of interest regarding the Seminar.

The Seminar will gather about 60-70 representatives of Governments and state institutions, social partners, international organizations, civil society and academic community.

The Seminar should stimulate a free-flowing, fruitful, smooth and focused discussion, providing a fair chance for all those who wish to make a contribution and generate concrete and viable suggestions for the OSCE and its participating States.

The Moderator's role is to manage the session (including time enforcement for speakers and participants) and to channel the debate toward concrete and realistic suggestions for the OSCE.

It is recommended to:

- Begin with short introductory remarks related to the theme of the Session;
- Introduce each Speaker at the point of their presentation;
- Time enforcement is strictly restricted to **15 minutes maximum for each speaker in your session.** Please do remind the speakers in your session not to exceed this timeframe!;
- To stimulate discussion you may react to the Speakers' presentations, make initial comments, raise questions based on the Guide Summary document relevant to your session, and make your own comments;

- Open the floor for questions/comments from the participants; (you may wish to take approx. 3 questions at a time and then allow the Speakers to respond);
- Participants in the discussion should be strictly limited as well to max. 2-3 min. to allow everyone to take part in the debate. Strongly discourage participants who try to read pre prepared statements! (such statements can be circulated to everybody and should not be read); interventions should refer strictly to the theme of the Seminar and preferably to the session.
- Offer the Speakers the opportunity to make short final comments and make your own final comments.

The Rapporteurs will prepare the report for each session. The main highlights and essential suggestions from all sessions will be presented at the Concluding Session by the General Rapporteur. The report is not a negotiated document.

OSCE staff will be at your disposal during the Seminar for any questions you might have.

The Moderators are encouraged to meet the OSCE staff and the Speakers before the start of the Seminar or of their respective session.

Please direct all your questions regarding the agenda and the content of the Seminar to:

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Please direct all the information regarding logistics and organizational aspects, as well as requests for technical support to:

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