



SCRIPT FOR CONDUCTING PROCEEDINGS OF PAN AFRICAN POSTAL UNION CONFERENCES AND FORA

1. Introduction

In the interest of improving the organization of PAPU conferences and fora, it has been deemed useful to develop a procedural guide that sets out the various steps of proceedings, i.e. before, during and after.

It is therefore highly recommended that Chairpersons, Moderators, Panelists and Participants comply with this Script.

2. Before proceedings

The Chairperson must:

- With the assistance of the Conference/Forum Secretary, ensure that moderators, panellists and participants are present;
- Have the hostesses ensure that the seats provided are sufficient and ready with all the amenities, including bottles of water (without glasses) placed on or next to each table;
- Ensure that interpreters are available;
- Start the session at the exact time specified in the programme by:
 - ✓ Delivering the opening remarks;
 - ✓ Introducing the main topic for discussion;
 - ✓ Introducing the moderator of the conference/forum, by presenting his/her profile briefly, before giving him/her the floor.
- Ensure that the time allocated to the session is strictly observed by the moderator.

3. During proceedings

The moderator must:

- Ensure that the panellists are present;
- Introduce the sub-theme with a brief comment;
- Present the brief profiles of the panellists;
- Ask the question to be answered by each panellist and, if necessary, seek clarification;
- Ensure that the allocated speaking time is strictly observed;
- After the last panellist, invite participants in the room to ask questions or make comments and/or contributions;
- Identify the speakers by list and invite each of them to speak in turns;
- Suspend the session at the time indicated for break and ensure that proceedings resume without on time;
- At the end of the panel discussion, draft the recommendations from the deliberations;
- Thank the panellists and invite them to a photo session with the PAPU officials in attendance;
- When leaving the podium, make sure that each panellist takes along his/her bottle of water. New bottles must be in place before the next panel;
- Lastly, return the microphone to the Chairperson to call up and introduce the moderator of the next panel.

Each panellist must:

- Strictly observe his/her speaking time;
- Be brief and concise;
- Focus on the topic being discussed and avoid digressions.

Each participant must:

- Switch on the microphone before speaking and switch it off thereafter;
- Begin by stating the name of the country or organization he/she represents, then his/her own name;
- Avoid asking questions that have already been asked and answered.
- Wait for his/her turn to speak as directed by the moderator;

4. Speaking time

The moderator has three (3) minutes to introduce the sub-theme and introduce the various panellists;

The first speaking time per panellist is five (5) minutes, the second three (3) minutes and, if necessary, the subsequent ones are one (1) minute each.

Participants in the room have two (2) minutes each to make comments or ask questions.

5. End of proceedings

- The Chairperson will give a general summary of proceedings, including recommendations to be forwarded to the appropriate authority;
- He/she will deliver the closing remarks, thanking the moderators, panellists, participants and PAPU. If possible, announce the venue and date of the next conference/forum;
- Where necessary, call up a participant to read out the vote of thanks.