

**Guidelines for Working Group
Working Group Parallel Sessions
20 March 2009**

Overview

1. Working Groups (WGs) has been tasked with completing the Project Consolidation Sheets (PCS)¹ to update projects details, as there are many instances where details are incomplete, out-of-date and no longer relevant. The PCS forms are also designed as preliminary efforts to stocktake and compile an overall Database of IMT-GT Projects as part of the Mid-Term Review of the IMT-GT Roadmap mid-2009.
2. WGs are also required to make presentations² at the end of the WG Parallel Meetings comprising 5 slides (or so) on (i) Summary of PCS compiled, (ii) Projects for 2009, (iii) Calendar of WG Events (COE) and (iv) Contact list for WG members.

Deliverables -PCS

3. PCS were distributed by CIMT in the 3rd week of January 2009 to the respective Lead Country Chairperson (and his Focal Point/Assisting Officer) of each Working Group to enable all WG members to complete their particular projects. To assist the Lead Country Chairperson, for each Working Group, CIMT had also distributed the forms directly to the respective Country Chairman and his Focal Point /Assisting Officer. PCS forms are project specific, where CIMT has completed part of Section A, i.e. basic project details, to facilitate form completion. During the Working Group Parallel Sessions, the Lead Country Chairpersons will be responsible for consolidating individual country versions into 1 PCS form for each individual project. There may be occasions where CIMT may have missed some projects which the WG would know better, identify, and supplement these missing projects.
4. The main role of Group Facilitators during the WG Parallel Session is to help the Lead Country Chairpersons in completing the task of compiling 1 PCS form for each individual project. Towards this end, Group Facilitators need to:-
 - a. Understand the importance for project accuracy, compilation and statistical purposes.
 - b. Familiarise with the layout of the PCS; Section A – D.
 - c. Familiarise with the Roadmap's Working Group Action plans. The partially completed project details are available and can be used as a guide³.
 - d. Act as mediators, intervening by helping to complete PCS forms where necessary.
 - e. Prompt the Chairperson to assign any incomplete PCS forms (if any) to individual with specific deadlines.

Deliverables - Presentation

5. A secondary role for Group Facilitators is to assist with finalising WG presentations, to be made immediately after the end of WG Parallel Meeting. Comprising 5 slides (or so):
 - a. Summary of PCS compiled to provide details **such as:**
 - total number of programmes and projects as listed in the Roadmap;

¹ Annex 1: Sample PCS form is attached.

² Annex 2: Sample 5 slide presentation is attached.

³ Annex 3: Existing details of projects (incomplete).

- number of new programmes or projects decided during the 1st and 2nd WG Meetings;
- number of projects completed, on-going, planned or dropped.
- b. Projects for implementation in 2009. There are three types of projects for this agenda:
 - on-going programme/projects to be completed in 2009;
 - one-off programmes/projects for 2009 as planned and decided in 1st or 2nd WG meetings; and
 - new programmes/projects that must start in 2009 and completed after 2009. (This category refers to projects that could actually and certain to commence after the Mid-Term Review due to its high priority, but due to the essence of time should not wait for the WG to start).
- c. Calendar of WG Events (COE) e.g. major events planned, including the date and venue of the next (3rd) WG Meeting, taking note that the 16th IMT-GT SOM/MM in Melaka, Malaysia will take place in the 2nd week of July 2009, and
- d. Contact list for WG members to provide latest contact details for all working group members.

Thinking Forward for the Mid-Term Review

6. While finalising on the PCS, Working Groups may wish to think ahead on the follow-up exercise for the Mid-Term Review that should be concretised during their 3rd Working Group Meeting:
- a. Ownership or origin of programmes/projects;
 - b. Restructuring & reorganising of the programmes, projects & activities in the Roadmap, e.g:
 - Replication of successful activities;
 - Categorising of projects (Govt. or Private Sector Driven);
 - c. Making the programmes & projects “more thematic”;
 - Sequencing of the programmes/projects;
 - d. Profiling/Re-profiling of Programmes/Projects.

Improving the Reporting Mechanism after Annual Working Groups Meetings

7. The normal reporting mechanism of WGs to the SOM (after their WG Meeting) need to be improved to ensure tri-partite involvement and ownership. This is to ensure smoothness, efficiency and accuracy in the preparation of future Agreed Minutes of coming SOM meetings. The following deliverables are expected from the WGs after their WG meetings:
- a. Agreed minutes and the full report of the WG Meeting (with all Annexes);
 - b. Report for the SOM (Powerpoint presentation);
 - c. Report for the SOM (same report as in (b), but in MS Word);
 - d. Summary write-up of the WG for insertion into the Agreed Minutes of the coming SOM.

The last 3 documents need to be incorporated as a compulsory Agenda of all future WG meetings. These 3 items could be submitted to CIMT 1 or 2 weeks after the WG meeting for CIMT’s compilation and early preparation of the SOM’s Agreed Minutes.