



General Guidelines for the COLAP V Workshops

(Proposed by the Philippine Organizing Committee)

1. FRAMEWORK: All Workshop topics, papers and presentations, as well as the discussions and the output or reports are envisioned to be and must, therefore, be relevant or material to the overarching framework of the COLAP V General Theme of “Human Rights and Peace Amidst Global Economic Crisis and Conflict.”

This is consistent with the COLAP aim of “bringing together progressive lawyers and other human rights advocates to discuss issues of human rights, development and peace in the region based on which they come up with plans and resolutions to address them.”

2. OBJECTIVES: The Workshops must also mind the general objectives of COLAP V, i.e.

- a) to “discuss and deepen understanding of the human rights and peace situation in Asia Pacific in the context of the international recession;”
- b) to “share experiences in the struggle for human rights and peace and draw lessons from such experiences;” and
- c) to “bring to the attention of the region (and the world) vital issues that affect human rights and peace at the international and global regional levels;”

3. ROLES: To ensure efficiency, participation and maximization of time and achieve the above considerations with facility, the Workshops shall be aided by the following:

a) Moderator/Facilitator – Designated by the Organizing Committee from invitees or volunteers who are preferably fluent in English; is adept at handling, facilitating, reconciling and synthesizing dynamic interactions and interventions; and can strike a good balance between firmness and flexibility in the course of the proceedings.

Introduces the Designated Resource Persons; ensures the smooth flow and sequence of the workshop proceedings; facilitates the question and answer/open forum and encourages optimal and equitable participation; sees to it that the speakers keep to their time; and gives a short oral summary or synthesis of the inputs and discussions at the end of the workshop.

b) Designated Resource Persons - Designated by invitation or on a volunteer basis by the Organizing Committee with the help or in consultation with the International Preparatory Committee and the IADL Bureau based on competence, expertise, and preference plus availability, and taking into account as much as possible geographic and gender representation as well as numerical balance.

Provide an oral presentation for a maximum of 20 minutes each (whether with a written paper or not) based on her/his views, information, analysis and recommendations either from a local, regional or international perspective in relation to the specific Workshop topic and the COLAP V General Theme.

c) Documentor - Designated by the Secretariat from a pool of law student volunteers.

Takes summarized and general notes of the major points of the oral presentations; the dominant issues and questions during the open forum or question and answer portion; the major points of agreement or consensus as well as the contentious issues or divergent views, if any.

Ensures that all papers and presentations are gathered and submitted in electronic form to the Documentation Committee.

Helps the Rapporteur prepare her/his short oral report/summary at the Plenary Workshop Report.

Assists the Rapporteur in formulating and submitting in electronic form the Workshop's proposed 1-paragraph contribution or recommendation to the Draft General Declaration or Communiqué and timely submits this directly to the Documentation Committee, which in turn immediately relays it to the Drafting Committee.

d) Rapporteur - To be chosen or designated by the Workshop participants.

Prepares and delivers the Workshop's short oral report/summary at the Plenary Workshop Report which shall include the number of participants in the Workshop, the Designated Resource Persons, a concise summary of the major points of the inputs, the dominant issues and questions during the open forum or question and answer portion, the points of agreement or consensus

as well as the contentious issues or divergent views, if any. Formulates and submits, through the Workshop Documentor, the Workshop's proposed 1-paragraph contribution or recommendation to the Draft General Declaration or Communiqué.

e) Technical Assistant - Provided by the Secretariat from a pool of student volunteers.

Ensures that all technical, physical and technological requirements of the Workshop are ready, working, and adequate. Coordinates with the Secretariat in this regard.

4. OTHER SPEAKERS:

In addition to the Designated Resource Speakers, the Moderator/Facilitator may, depending on the number of such Designated Resource Speakers and the total amount of their oral presentations, allow other volunteer speakers to give their short inputs but they are urged to confine their interventions generally to 5 minutes only to ensure maximum and equitable participation.

The Moderator/Facilitator shall in addition encourage the other Workshop participants to share views, ask questions or give recommendations but should request them to get straight to the point and should generally be confined to 5 minutes only at any one time.

5. PAPERS AND OTHER PRESENTATIONS:

All papers and presentations, whether of the Designated Resource Persons or the Other Speakers, if any, must be submitted to the Documentor preferably before or immediately after their turn, and preferably in electronic form, unless the same have already been previously submitted on time to the Secretariat. Papers and presentations, whether in text or powerpoint form, may be longer than the 20-minute or 5-minute limit on oral presentations/interventions, as the case may be.

Papers and presentations, especially the oral presentations, must be in English. Designated Resource Persons and the Other Speakers who speak other languages are requested to find a way to have their oral presentations translated or read in English.

After the COLAP V, the papers and presentations will be endeavored to be translated in French and posted at the website.

6. TRANSLATIONS

There will be no separate translations in other languages for the workshop

proceedings. Participants are urged to seek the help of other co-participants in a workshop to privately translate from English to their own language and vice-versa.

7. TIME FRAME AND ALLOTMENT; FLOW OR SEQUENCE:

Generally, subject to the number of Designated Resource Persons and the total length of their oral presentations, and upon the Moderator/Facilitator's sound discretion, the following suggested time allotment for the 3-hour workshops and the flow or sequence are:

a. Welcome, Introduction and Workshop Orientation

b. Designated Resource Persons' Oral Presentations – generally 1 hour in total at most

c. Other Speakers and Open Forum/Question and Answer – generally between 45 minutes to 1 hour in total at most

d. Short Summation/Synthesis; Discussion of Contribution to the Draft General Declaration/Communiqué; and Designation of Rapporteur – generally half an hour

e. Formulating and Preparing the Workshop's Short Oral Report/ Summary at the Plenary Workshop Report and the Workshop's proposed 1-paragraph contribution or recommendation to the Draft General Declaration or Communiqué – generally half an hour

8. REPORTING AND OUTPUT:

In the immediate and for purposes of the COLAP V proceedings, each Workshop is enjoined to submit forthwith in electronic form a proposed 1-paragraph contribution or recommendation to the COLAP V Draft General Declaration or Communiqué so that it may be timely considered and incorporated before they are submitted to the plenary prior to the conclusion of the conference proceedings.

Subject to time limitations, specific Resolutions and plans of action by the Workshops may also be discussed or arrived at.

(Re SIDE EVENTS: The Side Events may adopt the foregoing Workshop Guidelines as they may be applicable or consistent with their own specific objectives and design.)