

Session Guidelines

(Revision: 5 November 2012)

For organizing Focus Area Sessions at the 2nd Asia-Pacific Water Summit (2nd APWS)

1 Organizer

- Lead Organizations for Focus Area Sessions

2 Objective

- To discuss and agree on the new actions and commitments to be taken in the respective Focus Area

3 Session structure

- Each session is 120 minutes.
- Session must start from key points from a summary report of input to be submitted from relevant technical sessions.
- Sequence:
 - ① Introduction of key points from a summary report of input to be submitted from relevant technical sessions
 - ② Introduction of the new actions and commitments
 - ③ Interactive panel discussion with ministers
 - ④ Conclusion

4 Participants

- Primary participants to be invited: Ministers from ministries such as finance and planning, representatives from governments, leaders from the private sector and civil society in the region, and the media
- Room Capacity: TBC

5 Expected output

- A 150-word statement to be used in the preparation of the Chair's Summary and the Message from Bangkok
- A 500-word summary to be used for the Proceedings of the 2nd APWS

6 Budget

The meeting costs will be covered by the host of the 2nd APWS (the Government of Thailand will provide the meeting package.) and the travel costs of panelists will be self-financed in principle.