

**Preparatory Meeting of Experts for the Third Conference of
African Ministers responsible for Civil Registration
9 – 11 February 2015
Yamoussoukro, Cote d'Ivoire**

Guideline for Breakaway Sessions

I. GENERAL

1.1 Organization of the groups and topics

- Number of groups - five parallel working groups
 - All the five groups will deal on the same topics, namely: progress, achievements and challenges in implementing the CRVS programme since the last Ministerial Conference in held in Durban in 2012.

- Composition and meeting place arrangements of the groups
 - Participants of the expert meeting will be assigned by the organizers into the five groups.
 - The first group will remain in the main plenary room and will have the benefit of interpretation services in all languages;
 - The remaining four groups will meet in the different breakaway rooms, the room numbers will be announced on the first day of the meeting.
 - Two of the groups will consist of French speaking delegates and the other two groups of English speaking delegates.
 - Hence, there will not be interpretation services available for these four groups.

- Facilitation
 - The organizers will assign a chairperson and rapporteur for each of the groups.
 - Representatives of the regional CRVS Core group will be assigned to provide assistance in each group.

1.2 Report from the groups

- There will be no presentation of the groups' reports in the plenary.
- However, the Chairperson and the Rapporteur will submit summary notes from each of the five groups to the Secretariat, incorporating, key issues arising from the discussions which should also include policy and programme recommendations

II. SPECIFIC

- The main objective of the breakaway session is to assess the progress made by countries in the implementation of the CRVS programme since the last Ministerial Conference in held in Durban, South Africa in 2012.
- This should also include the status and progress made by each country in conducting a comprehensive assessment followed by development of costed plan.
- Countries are expected to make PowerPoint presentations.
- The presentation by each country should not exceed six slides as provided below:

Slide 1 Key steps taken for improvement of the CRVS system

Slide 2 Challenges encountered

Slide 3 Status of assessment and planning (Completed or in progress or planned; If completed then time taken, number of persons involved in the assessment, coordination and working arrangement of the relevant government agencies and other stakeholders, support of UN partners)

Slide 4 Challenges in conducting assessment and planning

Slide 5 Key findings and lessons learnt from the assessment and planning (if completed)

Slide 6 Way forward

In each group, each country is expected to share its experiences on the progress made, achievements and challenges encountered in conducting the assessment and development of plan. Countries could refer and use the response they gave to the questionnaire sent by the Secretariat to assess the progress made in the implementation of the above stated resolutions.

Each group shall provide a set of recommendations to the ministerial meeting based on the issues emerging from the discussions held.