



**Preparatory Committee for the fourteenth session  
of the United Nations Conference on Trade and Development**

**First Hearing with Civil Society**  
**Wednesday, 6 April 2016, 10 a.m.–1 p.m.**  
**Room XXVI, Palais des Nations**

**Draft guidelines for participants**

**Objectives of the hearing**

- To have a constructive exchange of views between member States and civil society on the themes of the conference and the pre-conference negotiating text
- To improve and facilitate relations between member States and civil society

**Guidelines for all participants**

- The hearing will be held under the “Chatham House rule”
- Each topic of the agenda will be introduced by a civil society representative and an official from a member State or a regional group before the floor is open to debate
- Other participants are encouraged to engage in the debate: each intervention must be no more than three minutes long and must directly address the topic/question
- The debate should be issue-oriented
- The interactive debate format should ensure the alternating expression of views between civil society and member States
- Interventions should highlight priorities or controversial issues

**For civil society representatives**

- All written and prepared statements should be submitted to the UNCTAD secretariat in advance: documentation, material and prepared speeches provided by civil society organizations will be made available as background information for all participants in the room
- Civil society representatives should avoid delivering statements on their organization’s achievements or areas of work

**For representatives of member States**

- Representatives of Governments are expected to interact with other participants and to respond to civil society’s concerns and points raised during the debate, rather than express well-known governmental positions or deliver prepared speeches

**Outcome of the hearing**

- The report of the hearing will be finalized by the UNCTAD secretariat and will form part of the official documentation of the Preparatory Committee
- Issues that need follow-up will be identified, as will possible future initiatives by member States and civil society