

GUIDELINES FOR RAPPORTEURS AND DRAFTING GROUP

Introduction

Dear colleagues,

We're thrilled to have you on board as a rapporteur and drafting group member.

At SAI20 SOM, every participant offers valuable input and insights on technical discussions. However, the drafting group shoulders the important responsibility of transforming these valuable discussion points into actionable recommendations and ultimately, into the first version of the Communiqué.

These guidelines provide a step-by-step process to help you act as a rapporteur and member of the drafting group. The guide summarizes your tasks based on the official agenda and offers a variety of tools to assist you.

Contact us at sai20@tcu.gov.br if you need assistance.

Contents

- Reference documents
- Responsibilities
- Rapporteur Workflow
- Guidelines to the Group Discussions
- Annex 1 – Report Template
- Annex 2 – SAI20 2024 Communiqué Outline

Reference Documents

1. Concept Notes on the themes.
 - a. [Concept Note - Climate Change and Energy Transition](#)
 - b. [Concept Note – Poverty Alleviation](#)
2. Results from the online meetings held on February 27th and March 5th.
 - a. [SAI20 2024 Online Technical Meetings Report](#)

Responsibilities

Responsibilities of Rapporteurs

Record Keeping: Maintain accurate and detailed records of the meeting proceedings, including discussions, decisions, and action items from the two parallel group's discussion on April 16. The goal for April 16 is to deepen the key messages already identified in the online sessions, as to critically analyze the proposed approaches outlined in the conceptual notes.

Documentation: Summarize key points, decisions, and action items to share with participants.

Responsibilities of Rapporteurs while in the Drafting Group

Revision and summarization: Conduct a review of the meetings' key points discussed during the meetings.

Drafting: Collaboratively draft the first version of the SAI20 communiqué based on the discussions and decisions made during the meeting.

Clarity and Conciseness: Ensure that the Communiqué is clear, concise, and accurately reflects the key points and decisions of the meeting.

Inclusivity: Ensure that the communiqué reflects the diverse views and perspectives of all participants in the meeting.

Revision and Editing: Review and edit the draft communiqué as necessary to address feedback and ensure its accuracy and clarity.

Adherence to Guidelines: Ensure that the draft communiqué adheres to any guidelines or requirements provided by the meeting organizers.

Feedback and Review: Gather feedback from meeting participants and stakeholders on the draft communiqué to incorporate their input and improve its quality.

Finalization: Finalize the communiqué based on feedback and approval from meeting participants and stakeholders.

Leading the discussion on the structure, content, and messages, making on-the-spot edits to the document on April 17.

Best practices for Rapporteurs

Preparation: Familiarize yourself with the meeting agenda, objectives, and reference materials beforehand.

Active Listening: Pay close attention to discussions and ensure that all key points and decisions are accurately captured in the meeting minutes.

Clarity and Conciseness: Use clear and concise language in your minutes to ensure all participants easily understand them.

Neutrality: Maintain a neutral and impartial stance throughout the meeting, focusing on objectively capturing the views and decisions of all participants.

Timeliness: Prepare and distribute meeting minutes promptly after the meeting to ensure participants have enough time to review them before the next meeting.

Follow-up: Follow up on action items and decisions made during the meeting to ensure they are implemented as planned.

Rapporteurs Workflow

The Parallel Group Discussions have been designed to provide a constructive platform for analyzing the main messages identified in the online sessions. We aim to welcome diverse perspectives and insights within groups and encourage active participation and idea exchange. We strive to critically analyze the proposed approaches and work together to develop practical solutions from the SAI perspective.

The following detailed framework is a suggestion that can be adapted.

Rapporteur Workflow		
Where	Who	What
April 16, 3.15 PM Parallel Group Discussions	Facilitator	The Facilitators will make an initial presentation explaining the dynamic of the discussions and presenting questions for debate.

<p>April 16, 3.15 PM Parallel Group Discussions</p>	All	<p>Rapporteurs should take notes of discussions in each group (there will be 2). Rapporteurs will consolidate notes from the Group's discussions and prepare a simple report (Annex 1 – Report Sample).</p>
<p>April 16, 4.15 PM Plenary Session Group's Presentations</p>	Rapporteurs	<p>Each group will share insights of the parallel discussions in the Plenary Session. Rapporteurs that are divided in each group should decide who will present the main topics of the discussion in plenary.</p>
<p>April 16, 5.15 PM – 6PM Drafting group meeting</p>	Rapporteurs	<p>Rapporteurs will gather to incorporate the key points of the discussion to the Draft Communiqué (Annex 2 – SAI20 2024 Communiqué Outline)</p>
<p>April 17, 9.15 AM – 10.15 AM Plenary Session Shared Experiences among SAIs</p>	All	<p>Open for remarks and insights of all SAI participants.</p> <p>Rapporteurs should take notes of more relevant shared experiences</p>
<p>April 17, 10.30 AM – 12 PM Plenary Session</p>	Rapporteurs	<p>Rapporteurs will present the Draft Communiqué to the participants.</p> <p>Rapporteurs will lead discussion on the structure, content, and messages. On-the-spot edits to the document.</p>
<p>April 17, 2 PM – 3.15 PM Drafting Group Meeting</p>	Communiqué Preparation	<p>Review of the first draft of the Communiqué</p> <p>Does the draft reflect the message that SAI20 wants to send to the G20? Rapporteurs should incite discussion as they have a more comprehensive view of all previous discussions.</p>
<p>April 17, 5 PM – 5.15 PM Drafting Group Meeting</p>	Rapporteurs	<p>Rapporteurs will gather to make any final adjustments to the Draft Communiqué.</p>

Guidelines for Drafting the Communiqué

In order to enhance the chances of the Communiqué being accepted by the G20 countries, we would like to offer some recommendations for your consideration:

- **Emphasize the potential benefits of the initiatives proposed by Brazil's G20.** It may increase the likelihood of gaining support from other countries' sherpas.
- **Include messages from the SAI perspective,** highlighting the importance of a coordinated and comprehensive approach to addressing global challenges.
- **Include clear and convincing arguments demonstrating the proposed recommendations' positive impacts and advantages.**
- **Emphasize that climate change is closely linked to social issues such as poverty and hunger** and that addressing climate change can significantly contribute to mitigating these problems and improving the quality of life of those affected.
- **Acknowledge and address the complexity of environmental issues while considering different countries' distinct realities.** Recognizing that other approaches may differ from those with more challenging social contexts is essential.
- **Ensure that the language used in the Communiqué is agreeable to all G20 nations to attain unanimous approval.** The word choice and proposal outline should be diplomatic and cautious. It should reflect the consensus formed by the SAIs.
- **The communiqué should be less than one page,** with concise and impactful sentences that are easy to understand.

Annex 1 – Report Template

This report outline can serve as a structured template for rapporteurs to organize their notes during group discussion meetings, ensuring that all key points, decisions, and action items are accurately captured.

1. Meeting Details

- Date: April 16th, 3.15 PM
- Topic:
- Attendees:

2. Discussion questions

3. Discussion Points (Summary of key points discussed for each agenda item, include any questions, concerns, or proposals raised by participants)

4. Decisions Made (List of decisions made during the meeting for each agenda item. Include the rationale behind each decision)

5. Additional Comments

6. Meeting Conclusion (Summary of the meeting's overall outcomes and achievements)

Annex 2 - SAI20 2024 Communiqué Outline

SAI20 2024 COMMUNIQUÉ

Building on the experience and success of SAI20 2022, hosted by SAI Indonesia, and SAI20 2023, hosted by SAI India, we the Heads of Supreme Audit Institutions (SAIs) of the Group of 20 (G20) from [SAIs] gathered in Belém, Brazil, on June 16th to 18th to attend the third SAI20 Summit.

Recalling that the SAI20 engagement group promotes collaboration among SAIs in G20 countries, the SAI community, and other stakeholders to deliver the government audit perspective of policy implementation to aid the G20 countries in responding to global challenges as well as to strengthen the SAIs' role as strategic partners of G20 governments.

Acknowledging the various maturity levels and mandates of each respective SAI of member countries for ensuring the SAI community's unity and integrity.

Reinstating the SAI20 commitment to collaborate and strengthen SAIs' role and responsibilities in promoting efficiency, accountability, effectiveness, and transparency in delivery of public services.

Recognizing the importance of the G20 themes under the presidency of Brazil, namely, The Fight Against Hunger, Poverty, and Inequality, the Three Dimensions of Sustainable Development (Economic, Social and Environmental) and the Reform of Global Governance, we have resolved to work towards their implementation by focusing on the chosen priority areas of Climate Financing and Poverty Alleviation.

Theme 1: Climate Finance

Most relevant points discussed

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Most relevant challenges related to the theme

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Recommendations to SAIs (best practices)

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Recommendations to G20

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Expected results to the adoptions of the recommendations

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Theme 2: Poverty and Hunger Alleviation

Most relevant points discussed

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Most relevant challenges related to the theme

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Recommendations to SAIs (best practices)

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Recommendations to G20

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Expected results to the adoptions of the recommendations

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