

NOTES TO PRESENTERS AND CHAIRS

The Roundtable theme is *Mental health challenges in sub-Saharan Africa: Moving to implementation*.

The Roundtable is meant to bring together at STIAS key individuals, some of whom will have participated in the November 2013 Mental Health Workshop, with key decision-makers from government and industry.

- The aim of this meeting will be to identify concrete ways of moving forward with implementing the South Africa National Mental Health Roadmap, taking into account potential opportunities and challenges, learning from the Swedish experience, identifying and helping sub-Saharan African countries that would like to be involved in their own road-mapping and implementation of WHO's MHGap recommendations
- The Roundtable will highlight briefly the work of STIAS in general but also the useful work that STIAS intends to do in its long term strategic research themes, which include the Health in Transition theme (starting with Global Health/Global Mental Health)
- The Roundtable should create a forum for discussion amongst researchers, practitioners, policy makers, civil society and potential beneficiaries of research in this area and its application or implementation.

Programme briefing notes

The programme was structured to start with a global perspective and then, in the following sessions, gradually move to Africa, then to South Africa, and then to specific focus areas or themes.

Each topic is followed by a "briefing note" which indicates, in a sentence or two, the nature of the problem(s) or focus area(s) that will be addressed in the presentation. These notes serve both the alert invited speakers to the ground they should try to cover in their presentation, and to alert the audience to the kind of contents that might be expected to be covered in the presentation.

Presenters

STIAS will try to include in the Roundtable, apart from experts and researchers on the theme of the Roundtable, also representatives from a broad spectrum of interest such as politicians, policy makers, practitioners from the public and private sectors, NGO's, community organisations and affected persons. This is because the purpose of the Roundtable is to create a forum for exchange of ideas among researchers on the one hand and practitioners or potential beneficiaries on the other (see "Notes on the concept of the Roundtable"). No parallel sessions or breakaway groups are planned, i.e. all sessions are plenary and therefore the numbers will also be kept within a reasonable limit (in general not more than about thirty-five to forty participants).

Because of the presence of non-technical persons in the audience, presenters are encouraged to rely less on technical jargon and to present their insights and contributions in a way that may be accessible to persons outside their field of specialisation.

The programme is usually divided into slots of 30 minutes per topic. As a rule, presenters are requested to use not more than about 20 to 25 minutes to speak on the agreed topic, so as to allow some time for questions, clarification and discussion.

Session chairs

Apart from interesting and stimulating presentations, the success of the Roundtable depends in equal measure on the proper facilitation by the session chairs, who are *inter alia* responsible for –

- Introduction of the presenters to the audience. The information on presenters included in the programme will generally be quite limited. It is therefore incumbent on the session chair to collect the necessary information either from the speakers themselves, or from other sources, in pre-arranged meetings or communication.
- Introduction of the topics and the session theme, if but only if it is deemed necessary or appropriate. Such introductions should, in the interests of time, be kept very brief and to the point.
- The overall time management in the session which they are chairing. This may include
 - Alerting speakers/presenters about the time left to finish their talk or presentation.
 - Arranging with speakers to present in such a way that questions, clarification or discussion can be facilitated.
 - Closing the session at the appropriate time.
- Facilitating an orderly meeting where different opinions can be expressed and debated in a respectful manner. This may include requesting members of the audience who wish to be heard
 - To introduce themselves (which may be unnecessary in smaller groups or which may become unnecessary in the later stages of the meeting when participants have become familiar with each other).
 - To wait their turn before speaking.
 - To limit their contribution so as to allow others an opportunity to respond or participate.
- Introducing topics or questions related to the theme of the Roundtable for discussion (especially when none is forthcoming from the audience).
- Thanking presenters for their contributions.