

**Rapporteur and Editor –  
(Geneva, 6 – 7 September 2012 )**

**Question and Answer Session  
(Day 1)**

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# Some Typical Questions - 1

## ■ Typical, normal meetings:

- I would like to know tips to manage meetings in normal way and when faced by typical problems.
- Common expressions for chairing meetings and for comment resolution
- Normal way to chair a group from the first meeting through the last meeting.

# Some Typical Questions - 2

## ■ Problem meetings:

- Typical difficulties in managing a group and tips in such situations.
- What are techniques to move a difficult discussion forward?
- How do we solve conflict of opinion faster?
- What is a trick to reach an agreement when it is difficult to have compromise?

# Some Typical Questions - 3

## ■ Deadlocks:

- ➔ Techniques to solve a deadlock (taking coffee break, etc): what options does a Rapporteur have?

## ■ Issues requiring special awareness:

- ➔ Special attention to developing countries
- ➔ How to have effective communications in discussion for non-native English speakers. What are some key points?
- ➔ MS rights, languages, remote participation, travel, time zones, respect

# Some Typical Questions - 4

## ■ Good Editing:

- ➔ I am interested in how to proceed with editing work in a fair and efficient way.



**Thank you**

**Mr. Gary Fishman**

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