***General guidelines for participation in the discussion groups***

Participants are expected to:

1. Briefly introduce themselves when posting their first message, including their name, title, country, institutional affiliation, current responsibilities, main area of expertise and, where applicable, the recent relevant initiatives related to the programme of work and/or Article 23 they have been involved in.
2. Keep their messages short, concise and focussed. Each message should not exceed 300 words (or no more than a full screen long).
3. Ensure that the messages are relevant to the topic/question being discussed.
4. Exclude the original text of the previous posting when responding to a posted message in order to allow participants with limited Internet connectivity to easily access and download the messages.
5. Make the subject header as descriptive as possible about the content of the message so that other participants can easily decide which messages to read and respond to.
6. Maintain the original subject-heading when responding to someone else’s posting.
7. Make sure they do not post or send any files that contain viruses, corrupted files or any other similar file deficiencies.