

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

Intergovernmental Council for Information for All Programme

Sixth Meeting of the Bureau

UNESCO House, Paris, Room IV (Fontenoy Building), 7 May 2004

TASKS OF THE BUREAU

A. General

1. The role of the Bureau is to discharge such duties as the Council may confer upon it¹. This includes to
 - Instruct the Secretariat of the Council to convene its ordinary sessions²;
 - Cooperate with the Secretariat in the preparation of the provisional agenda of the sessions of the Council³;
 - Revise the list of international governmental and non-governmental organizations that may be invited to participate in the proceedings of the Council once the Council has established the conditions on criteria for such invitations⁴;

B. Specific requests by the Council

2. A list for follow up actions to decisions of the Council taken at its third session (4-6 May 2004), prepared by the Rapporteur, is in Annex I.

¹ Article 6 of the Statutes of the Council

² Paragraph I, Chapter 1 d) of the Draft Rules of Procedure

³ Paragraph I, Chapter 2 b) of the Draft Rules of Procedure

⁴ Paragraph III of the Draft Rules of Procedure

Item 5: Report by Director General

Title	Action Required	Action By	Comment
WSIS	<i>Involve IFAP National Committees, NGOs and the private sector in implementation of WSIS Action Plan and preparations for the Tunis phase</i>	Member States	
	<i>High level representation at Tunis</i>	Member States	
	<i>Ensure alignment and connection between activities of IFAP and WSIS Declaration and Action Plan</i>	Bureau	
	<i>Ensure Council & Bureau play appropriate role in preparations for Tunis, including issues of Internet Governance & Digital Solidarity</i>	Director General	
	<i>Proactively socialize role and contribution of IFAP and UNESCO in Geneva phase and in preparations for Tunis</i>	Director General	
	<i>Examine possibility of organising high level global meeting and regional/sub-regional meetings as part of lead up to Tunis</i>	Director General	
	<i>Report to the Bureau at October meeting on activities undertaken to implement the WSIS Action Plan</i>	Director General	
	<i>Submit report on outcomes of Tunis to Council meeting in 2006</i>	Director General	
	<i>Consider scheduling a additional meeting of the Council mid 2005</i>	Director General	
Standards Instruments	<i>Accelerate integration of cyberspace Recommendation into national legislation</i>	Member States	
	<i>Provide information to DG on actions taken</i>	Member States	
IFAP National Cmtes	<i>Set up National IFAP Committees</i>	Member States	
	<i>Organize national IFAP activities</i>	National Committees	
	<i>Participate in the proposed IFAP Best Practice Database</i>	National Committees	

Title	Action Required	Action By	Comment
	<i>Coordinate with other government bodies and NGOs to avoid overlaps</i>	National Committees	
	<i>Inform National Committees on IFAP activities</i>	Director General	
	<i>Encourage and support the active participation of IFAP national cmtes</i>	Director General	
	<i>Report on status and activities of national committees</i>	Director General	
Relationship with IPDC	<i>Analysis of IFAP and IPDC Councils</i>	Bureau	
	<i>Organise joint meeting of IFAP and IPDC Bureau before end of 2004</i>	Director General	
	<i>Organise next council sessions back-to-back linked by joint thematic debate (and decide on theme)</i>	Director General with Bureaus	
Relationship with other Intl' Initiatives	<i>Develop relationship map</i>	Bureau (with Sec.)	
	<i>Engage with ITU for advice on technology deployment</i>	Director General	
Visibility Plan	<i>Articulate key messages</i>	Bureau	
	<i>Develop and get Council approval for Visibility Plan</i>	Bureau (with Sec.)	
	<i>Consider cooperative initiative with the World Summit Awards</i>	Bureau	
	<i>Identify communication mechanisms for each stakeholder group</i>	Bureau	
Benchmark Indicators	<i>Explore the means for measuring global progress towards the formation of knowledge societies</i>	Director General	
	<i>Presentation by UIS to Bureau on measures</i>	Bureau	
33 C/5 Priorities	<i>Submit document specifying priorities for 33 C/5</i>	Bureau	
	<i>Press for a greater share of Programme V budget for CI sector</i>	Bureau	
	<i>Facilitate meetings of Observatories</i>	Director General	

Title	Action Required	Action By	Comment

Item 6: Progress Report by the IFAP Bureau

(a) Title	Action Required	(b) Action By	(c) Comment
Virtual Meetings	<i>Hold further virtual meetings</i>	Director General	
	<i>Prepare virtual meeting guide (booklet)</i>	Bureau (with Sec.)	
IFAP Project Funding	<i>Information on Funding available to be provided to Council</i>	Bureau	
	<i>Details of adopted projects by topic and objectives to be provide to Council</i>	Bureau	
	<i>Explain to Council criteria used for the allocation of funds</i>	Bureau	
	<i>Establish procedures to inform Council members of future funding decisions</i>	Bureau	
	<i>Decide process for deployment of funds in the Special Account</i>	Bureau	
Bureau Operations	<i>Distribute Terms of Reference for Bureau to Council members</i>	Bureau	
	<i>Admission of Observers – next steps</i>	Bureau	

Agenda Item 7: Role and Focus of IFAP

(d) Title	Action Required	(e) Action By	(f) Comment
	<i>Articulate IFAP's key messages</i>	Bureau	
	<i>Develop a framework for actions by IFAP National Committees</i>	Bureau (with DG)	
	<i>Articulate relationship between IFAP and Programme V</i>	Bureau	

	<i>Report to the Council</i>	Bureau	
	<i>Prepare explanatory paper on "Information Culture"</i>	Bureau	
	<i>Speed up implementation of IFAP Objectives</i>	Director General	
	<i>Establish electronic forum for discussing IFAP programmes and projects</i>	Director General	

Agenda Item 8: Policy guidelines for the Development and promotion of Public Domain Information

(g)	Title	Action Required	(h) Action By	(i) Target Date
		<i>Energetically disseminate, promote and pursue application of Guidelines</i>	Director General	
		<i>Cooperate in dissemination of Guidelines</i>	National Commissions, IFAP Committees	
		<i>Follow up and report on developments</i>	Bureau	