UNITED NATIONS EDUCATIONAL,
SCIENTIFIC AND CULTURAL ORGANIZATION

Bureau of the Intergovernmental Council for the Information for All Programme
Sixth Meeting
7 May 2004

UNESCO House, Paris, Room IV (Fontenoy Building)

Final Report

This document is also available at
http://www.unesco.org/webworld/ifap

Table of Contents

Introduction

1. The sixth meeting of the Bureau of the Intergovernmental Council for the Information for All Programme was held at UNESCO House, Paris, on 7 May 2004.

2. The following members of the Bureau participated:

Chairperson:	Mr Daniel MALBERT	France
Vice-Chairperson*:	Mr Dietrich SCHULLER	Austria
Members:	Mr Ludovit MOLNAR	Slovakia
	Mr Wacef CHIHA	Tunisia
	Mr. ZOU Da-ting	China
Rapporteur:	Mr. Laurence ZWIMPFER	New Zealand

apologies were received from Vice-Chairpersons Ms Olayemi Olubummi OMOLAYOLE, Nigeria and Mr Francisco HARTMAN SOLER, Cuba

3. The Director-General of UNESCO was represented by Ms Elizabeth Longworth, Secretary to the Information for All Council and by Mr. Abdul Waheed Khan, Assistant Director-General for Communication and Information, for the Opening of the Meeting.

Item 1   Opening of the meeting

4. Mr Abdul Waheed Khan (Assistant Director-General for Communication and Information), opened the meeting by congratulating the Bureau on the work of the Council during the last three days. He was particularly impressed with the Council's commitment to move from process to actions, and the discussion on the role and focus of IFAP. He agreed with the Council's views on the need to narrow the scope of IFAP and make clear choices about priorities. Information and Communications is becoming an increasingly important part of UNESCO's work and he called on the Council and the Bureau to take a leadership role. Mr Khan expressed his pleasure at the progress being made in establishing National IFAP Committees and felt that these would provide the 'multiplier effect' that is so necessary to achieve the IFAP goals. The challenge will be how to activate these national committees.

5. Mr Khan felt the concept of 'information cultures' is an interesting one and the challenge facing IFAP will be how to operationalise this and translate it into national policies. He cited South Korea as a good example of a country that nearly 20 years ago made a strategic decision to develop as an information culture and today is one of the world's leading information economies.   Possibly IFAP could learn from this example and formulate guidelines to help other Member States develop similar national information policies and plans.

6. The Tunis phase of the World Summit on the Information Society will be a key focus for the next two years.   UNESCO had a big impact in Geneva because it contributed real substance. UNESCO must continue to provide practical inputs and this could perhaps be achieved through thematic discussions and with implentation examples from National Committees. The CI sector has put forward some suggestions for events to the Director-General and these are currently under consideration.

7. Mr Khan concluded by stressing the need for the Bureau to find two or three key messages that can be easily communicated; this would then provide the necessary visibility for IFAP and as a result, attract resources.

Item 2   Adoption of the Agenda

8. The Agenda (see Annex I) was approved with the inclusion of the following item as part of Item 8 Miscellaneous:

(a) Working Methods of the Bureau

Item 3   Functions of the Bureau

9. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. Having examined document IFAP-2004/Bureau.IV/2 *"Tasks of the Bureau"*;

2. Noted the Statutory functions of the Bureau;

3. Noted that the role of the Bureau in allocating funds to projects is a duty conferred on it by the IFAP Council, and as such, does not need to be separately identified in the Statutes or Rules of Procedure;

4. Agreed that the Bureau should invite representatives from relevant IGOs and NGOs to participate in meetings of the Bureau, especially thematic debates, as experts; this would appear to avoid the need to change the Statutes concerning the admission of observers to Bureau meetings (who are currently excluded).

Item 4   Adoption of the Reports of the Fourth & Fifth Meetings of the Bureau (20-21 October 2003 and 17 March 2004)

10. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. Having examined document IFAP-2003/Bureau.IV/2 *"Draft Report of the Bureau of the Intergovernmental Council for the Information for All Programme: Fourth Meeting, 20-21 October 2003"*;

2. Also having examined document IFAP-2004/Bureau.V (Virtual)/1 *"Draft Report of the Bureau of the Intergovernmental Council for the Information for All Programme: Fifth Meeting (Virtual), 17 March 2004"*;

3. Noting that both these reports had been circulated to the previous Bureau and comments received have been incorporated;

4. Further noting a proposal that there be an evaluation of the Virtual Meeting and the outcomes, including details of the tools used, and that this evaluation be disseminated more widely within UNESCO, possibly in the form of a small booklet *"A guide to virtual meetings"*;

5. Agrees to adopt both reports;

6. Requests the Secretariat to prepare an analysis of the Virtual Bureau meeting and publish in the form of a Guide.

Item 5 Follow-up to decisions taken by the Intergovernmental Council for the Information for All programme at its 3rd Session (4-6 May 2004)

11. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. Having examined Annex 1 in document IFAP-2004/Bureau.VI/2 *"Tasks of the Bureau"*, which itemizes the decisions taken by the Council at its Third Session, as well as other matters referred to the Bureau by the Council;

2. Agrees that the Chair should write to all Member States advising them of the outcomes of the 3rd Session of the IFAP Council and encouraging them to be proactive in raising awareness of the normative instruments adopted by the 32nd General Conference and to also start planning now for high-level Government representation at the Tunis Summit;

3. Notes the analysis carried out by the CI Sector on the WSIS Action Plan, *"WSIS Plan of Action: UNESCO's contribution to its Implementation – Internal Planning Table"*; this analysis will assist the Bureau discharge its obligations to ensure that there is alignment and connection between IFAP's activities and the WSIS Declaration and Action Plan;

4. Notes that a proposal has been submitted by the CI sector to the DG concerning a Ministerial Roundtable and regional meetings in the lead up to the Tunis Summit and that this will be distributed to the Bureau when approved;

5. Notes that there is no regular budget provision in the current biennium for a further Council Meeting, as the Rules of Procedure require meetings only every two years, although more frequent meetings are permitted;

6. Requests the Secretariat to consider options for scheduling opportunities for Council members to meet during 2005, possibly in conjunction with other WSIS preparatory events, given the special focus created by the World Summit process during the next 18 months;

7. Requests the Secretariat to explore options for funding a full-time **National IFAP Committee Coordinator** to support and promote the formation and development of national committees, including the preparation of a framework for actions by National Committees, noting that a Member State may be willing to allocate Funds in Trust for this purpose;

8. Notes with satisfaction the work already carried out by the Secretariat in explaining the differences in objectives, focus and function of the **IPDC** and IFAP, as documented in Annex II to IFAP-2004/COUNCIL.III/2 *"Report by the Director General on the Implementation of the Information for All Programme",* and as discussed during the Council meeting, and requests that this be placed on the agenda for the proposed joint meeting between the Chairs of the two Bureaus;

9. Notes with satisfaction the information presented by the Director-General in Annex III to IFAP-2004/COUNCIL.III/2 *"Report by the Director General on the Implementation of the Information for All Programme"*, describing **other**

international organisations engaged in missions similar to, or overlapping with, IFAP, and requests that the IFAP Visibility Plan ensures all these organisations are kept informed of IFAP activities and in turn that they be encouraged to keep the Council informed of their activities;

10. <u>Notes</u> in particular the offer from the **International Telecommunication Union** to provide technical advice to the Council and the Bureau to assist with project selection or any other IFAP activity;

11. <u>Agrees</u> to establish a Working Group of the Bureau to finalize the **Visibility Plan** that was presented in outline form to the Council as Annex IV to IFAP-2004/COUNCIL.III/2 *"Report by the Director General on the Implementation of the Information for All Programme"*, noting there may be a need to hire a professional to assist with the detailed formulation and costing of such a Plan. As there is no provision in the 32 C/5 Programme and Budget for this activity, any implementation of the Plan in the current biennium (and this was the desire of the Council) will require extra-budgetary resources or the development of a special project to be considered for funding under the IFAP Special Account (or through the Funds in Trust programmes). Funding in future biennia could be built into Programme V, in which case specific costed proposals should be included as part of the Council's input to 33 C/5. Special consideration should be given to developing a relationship with the **World Summit Awards** as one component of the Plan, noting this element may need to be fast-tracked given the short lead time to the Tunis Summit;

12. <u>Notes</u> that it is essential to confirm the **key IFAP messages** before any further development of the Visibility Plan and this is a priority task of the Bureau, to be confirmed no later than 30 June 2004;

13. <u>Agrees</u> that the Chair and the Rapporteur form a Drafting Committee to consolidate the proposed **input to 33 C/5**, taking into account comments on the draft material from the Council and Bureau members and circulate to the Bureau (English only) by 14 May 2004; Bureau members are to provide any comments (in English) no later than 21 May 2004, at which point the Drafting Committee will produce a revised draft which will be made available in English and in French to the whole Council for comment by 25 June 2004. Council members will be encouraged to reply in English or French to simplify the review process. The objective is to have a finalised text (in English) by the end of June 2004 for approval by the Bureau and submission to the Director-General by the end of July 2004;

14. <u>Notes</u> the request from the Council for an explanatory paper on "Information Culture" and <u>requests</u> the Secretariat to consider contracting a writer to prepare such a booklet, possibly as part of the WSIS series, and drawing on the experiences of countries such as the Russian Federation who introduced this concept to the Council and pioneers such as South Korea, referenced by Mr Khan.

Item 6 IFAP Special Fund

12. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. <u>Having</u> examined document IFAP-2004/Bureau.VI/3 *"IFAP Special Fund – Present Financial Situation"*;

2. <u>Notes</u> that the amount of funding available for new projects is US$635,659.92, including the US$20,000 voluntary contribution from China announced at the 3rd meeting of the IFAP Council;

3. <u>Notes</u> that all the Funds in Trust from Spain are expected to be expended on projects endorsed by the Bureau at its 5th (Virtual) meeting and recommended to the Spanish authorities;

4. <u>Notes</u> that the balance of the Funds in Trust from France will be US$56,432.01 if the project endorsed by the Bureau at its 5th (Virtual) meeting is approved by the French authorities, and <u>further noting</u> that this excludes the pledge of a further Euro 45,000 by France at the 3rd meeting of the IFAP Council;

5. <u>Requests</u> the Secretariat, in consultation with the Bureau, to prepare a new set of criteria for the allocation of funds from the IFAP Special Account, by the end of June 2004, taking into account factors such as links to the WSIS Action Plan, links to the 33 C/5 priorities, alignment with the IFAP unifying themes and key messages, multiplying effects, capability development, especially training, strengthening of local capabilities, production of local content, strengthening of networks and partnerships, building on previous experience, development of software, strengthening of national IFAP Committees;

6. <u>Agrees</u> to invite proposals from National IFAP Committees; UNESCO Headquarters and Field Office staff, as well Members of the Council, once selection criteria are agreed;

7. <u>Agrees</u> to consider project proposals from the Secretariat or the Bureau itself using the same criteria as for other projects;

8. <u>Also requests</u> the Secretariat to prepare a communication for Council Members explaining the background to the project selection process used by the previous Bureau with references to the full project submissions as published on the web.

Item 7 Dates and Places of the next Meetings of the Bureau

13. The Bureau of the Intergovernmental Council for the Information for All Programme,

1. <u>Agrees</u> that the next meeting is to be Virtual Meeting (7th Meeting) to be held around the end of June 2004, and that the primary purpose of this meeting will be to finalise the IFAP priorities for submission to the Director-General as part of the 33 C/5 consultation and approve the criteria and processes for the allocation of further funds from the IFAP Special Account;

2. <u>Further agrees</u> that the next in-person meeting of the Bureau (the 8th Meeting) will be held during the week following the 170th Session of the Executive Board, i.e during the week commencing Monday 18 October 2004;

3. <u>Requests</u> the Director-General to schedule a 3-day meeting for the 8th Meeting, allowing one full day for an open thematic debate with other interested groups in UNESCO and other relevant agencies to discuss and identify relevant methods for measuring progress towards achieving IFAP's goals as well as progress in bridging the digital divide.

Item 8 Miscellaneous

(a)   Working Methods of the Bureau

14. The Bureau briefly discussed working methods, including the use of email, web forums and virtual meetings to maintain momentum. The Rapporteur offered to circulate a draft email protocol for comment by Bureau members that would enable the Bureau to make urgent decisions for matters that can not wait until the next formal Virtual or In-Person Bureau Meeting.

Item 9 Closure of the meeting

15. The Chairperson closed the meeting at 17:30 by thanking Bureau members, the Rapporteur, the Secretariat, and the Interpreters for their contributions to the meeting. The representative of the Director-General, Ms Elizabeth Longworth added her thanks to the Bureau, the Rapporteur and the Chair.

Annex I: Agenda for the Fourth Session of the Bureau for the Information for All Programme (7 May 2004)

1.   Opening of the meeting

2.   Adoption of the Agenda

3.   Functions of the Bureau

4.   Adoption of Reports:

    a.   Fourth Meeting of the Bureau (20-21 October 2003)

    b.   Fifth Meeting of the Bureau (Virtual) (17 March 2004)

5.   Follow-up to decisions taken by the Intergovernmental Council for the Information for All Programme at its 3rd session (4-6 May 2004)

6.   IFAP Special Fund

    a.   Present financial situation

    b.   Implementation of projects, for which funds have been allocated during the virtual meeting of the Bureau (17 March 2004)

    c.   New project submission exercise

7.   Date and Place of the 7th meeting of the Bureau

8.   Miscellaneous

9.   Closure of the meeting